BCeSIS User Guide

For Secondary Teachers

in School District #70 (Alberni)

Adapted from

SD#28 (Quesnel) - Mark Ekelund

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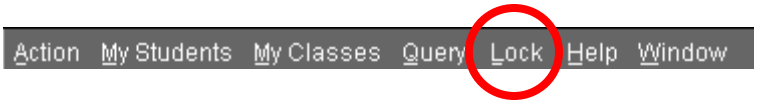
1. Privacy and Security

As a teacher using the BCeSIS Teacher Assistant you are responsible for the privacy and security of your students' personal information. Your responsibility includes ensuring that no one learns your password and that no one gains access to BCeSIS using your login and password. You are also responsible for any information you take out of BCeSIS, including printed reports.

How do I stop students from seeing personal information about other students on my screen?

Be aware of where students are standing as you are working on BCeSIS. Make it clear to them that it is inappropriate to look over your shoulder at the screen. Select **Lock** on the menu bar to suspend your session. To resume your session at the exact place where you left, simply type in your password.



Can I give access to someone else to help me with attendance or mark entries?

NO! Remember that everything entered into BCeSIS is the responsibility of the one who is signed in, regardless of what is put in or by whom. If anything is put in under your username you will be credited with doing the deed.

Password protection is critical.

The criteria for a password are set up to ensure that passwords are not easily guessed. It is essential that this password not be shared or passed around since it is the key to your marks, grades and notes and to personal information about your students. Remember that BCeSIS can be reached from anywhere. Since you don't want someone at home in the evening changing your marks, make sure they do not learn your password.

Teacher on Call Access

Teachers on Call will not have access to BCeSIS at this time. They will be provided with a hard copy of class lists by the office.

Government Access to teacher data

Access to the information in BCeSIS is governed by privacy legislation (FOIPPA). Ministry access is through extracted reports only when approved by the district, NOT directly, and only as granted by legislation.

Administration Access (School and District)

District administrators have limited access to BCeSIS through reports. School administrators have access to student information but not to gradebook information. There is no access to assignments or marks until they have been posted.

Parent access may eventually be available through a Parent Assistant module.

Individual teachers will determine what information will be available to parents with the options they select in Teacher Assistant.

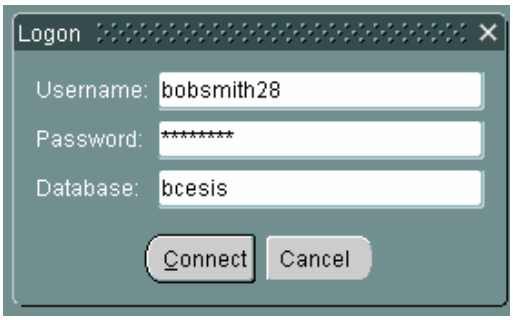
2. Logging in to the BCeSIS Teacher Assistant

The easiest way to get to BCeSIS is to open your web browser, go to the SD28 web site and click on the BCeSIS button. Select the first option on the page to connect to BCeSIS. You can also just open your browser and type in the address www.bcesis.isw-bc.ca.

In about 30 seconds you will connect to the BCeSIS system and the following logon box will appear.

Note: The first time BCeSIS is used on a computer a special 'client' program called Jinitiator must be installed on the computer. You must give permission for this to happen, and it will take a few minutes if you have a quick Internet connection, longer if the connection is slow. If the security settings on the computer or on your web browser are set to a high level you may have to make some adjustments to allow the program to be installed. See the SD28 web site for assistance.

In the Username text box, type the username you have been given. Now tab or click to the Password text box and enter the password you have been given.



Press tab or click the Database text box to enter the database name: bcesis

Press the Enter key or click on the Connect button.

You will then see a box warning you of your security obligations. You must click the OK button. Pressing the Enter key will not take you past this screen.

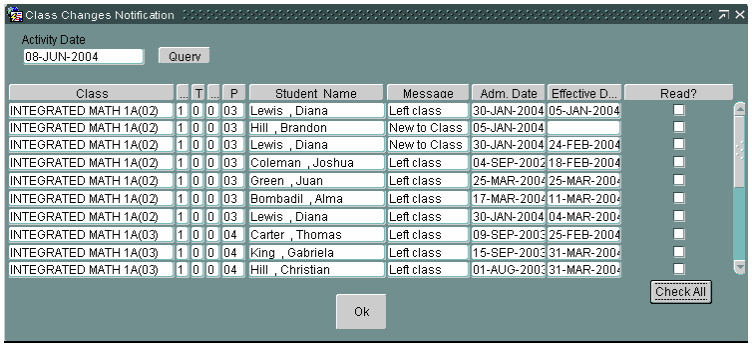
Screens that pop up when you login:

Alert Messages

Once you have logged in a Teacher Alerts and Follow-up box may pop up indicating that there are active Alerts/Follow ups for you on this date. Click OK to view the alerts/Follow ups window, or click Cancel to ignore. The alert above will continue to pop up every 30 minutes until the "Complete Date" is entered. Alert Screens will be discussed later.

Class Change Messages

A Class Change notification also may pop up. This screen displays any additions or withdrawals from your class. It displays the class, student and a message that says "Left class" or "New to class". Check the "Read?" column to indicate that the change has been read. Once checked, that student no longer appears. A Check All button is available to expedite the process. Click the OK box to close this screen.


Class Changes Notification
Activity Date
08-JUN-2004
Query
Class
T
P
Student Name
Message
Adm. Date
Effective D...
Read?
INTEGRATED MATH 1A(02) 1 0 0 03 Lewis , Diana Left class 30-JAN-2004 05-JAN-2004
INTEGRATED MATH 1A(02) 1 0 0 03 Hill , Brandon New to Class 05-JAN-2004
INTEGRATED MATH 1A(02) 1 0 0 03 Lewis , Diana New to Class 30-JAN-2004 24-FEB-2004
INTEGRATED MATH 1A(02) 1 0 0 03 Coleman , Joshua Left class 04-SEP-2002 18-FEB-2004
INTEGRATED MATH 1A(02) 1 0 0 03 Green , Juan Left class 25-MAR-2004 25-MAR-200
INTEGRATED MATH 1A(02) 1 0 0 03 Bombadil , Alma Left class 17-MAR-2004 11-MAR-200
INTEGRATED MATH 1A(02) 1 0 0 03 Lewis , Diana Left class 30-JAN-2004 04-MAR-200
INTEGRATED MATH 1A(03) 1 0 0 04 Carter , Thomas Left class 09-SEP-2003 25-FEB-2004
INTEGRATED MATH 1A(03) 1 0 0 04 King , Gabriela Left class 15-SEP-2003 31-MAR-200
INTEGRATED MATH 1A(03) 1 0 0 04 Hill , Christian Left class 01-AUG-2003 31-MAR-200
Check All
Ok

To Leave BCeSIS:

Click on the Exit Door button. When a message appears, click on Yes.
Do not leave any BCeSIS screens by clicking on the X in the upper right corner.

3. General Information About Using The Teacher Assistant

Navigation Hints

Most BCeSIS screens have a door button at the bottom right. Clicking the door is the proper method of leaving the screen and returning to the previous screen. Many screens also have a disk or save button to save your work. Clicking the save button before the door button will save you time because the system will not have to ask you if you want to save your work.

As you are working in BCeSIS there may be screens that allow you to search for a value; usually to select a class or a student. The way to do this is as follows:

- Click on the field you want to search
- Press the F7 key
- Enter any information you want to search for
- Press the F8 key

When doing a search you can use the % character as a 'wildcard'. If you are searching in a name field and search for sm% it would find any name that begins with sm such as Smith, Smithers or Smiley. If you search for %sm% it would find any name that includes sm such as Smith, Jasmine, Kasmat or Chism.

When a screen is composed of two parts, with the selection of a class or student at the top and information about the class or student at the bottom, you can search for a particular class or student using the above search methods. If you want to be able to access the whole list, just press F7 then F8 and you can use the scroll bar to scroll through the list. Examples of screens like this are shown on P 10, 11, 19, 20, 24, 29 and 32.

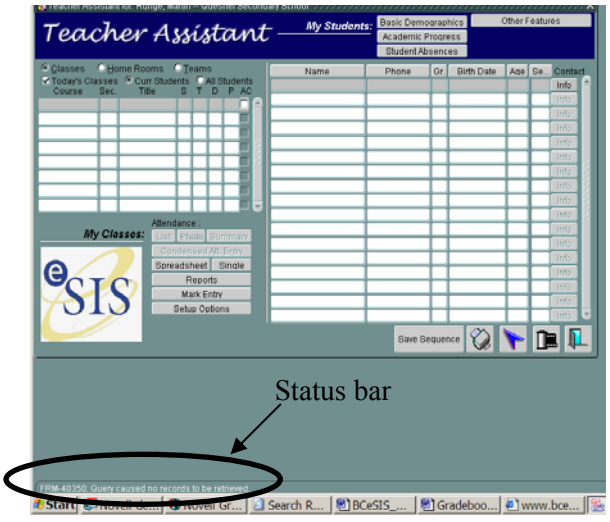
When Things Go Wrong

If the secretary adds a student to your class while you are logged in to the Teacher Assistant, you will not see that student until the next time you log in. For that reason you might want to log out of the Teacher Assistant a couple of times during the day on the first few days of school, while classes are changing frequently.

If you find yourself in a screen that you cannot exit, press Ctrl-Q. This can happen in screens that have fields that must be filled in to continue, but you are not ready to enter the required information.

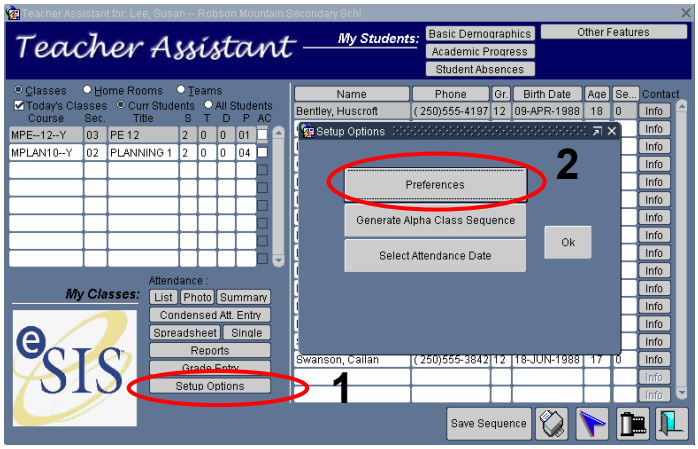
If something really goes wrong you may have to completely end your BCeSIS session by pressing Ctrl-Alt-Del and ending the task. This should be avoided if at all possible, and only after waiting at least 5 minutes to ensure that the session is really frozen. If you must take this step, you should than completely shut down and restart your computer to clear the memory.

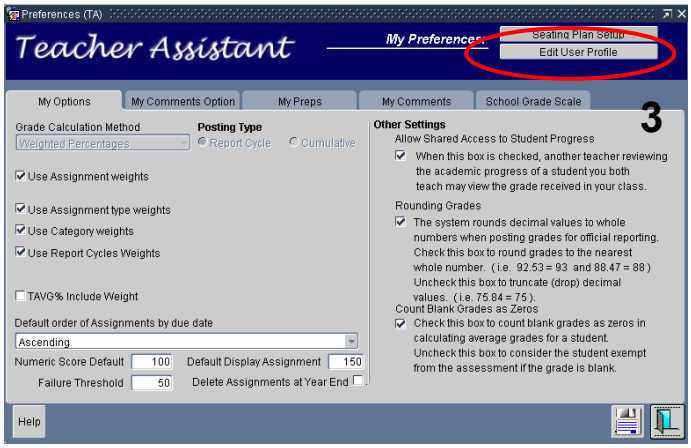
You can see what is happening in BCeSIS by looking in the status bar in the lower left corner of the screen. This will show messages that are often very helpful to the user.



4. Changing Your Password

In the Teacher Assistant Start Screen click on Setup Options button. When a dialog box opens, click on the Preferences button. When the preferences screen opens, click on the Edit User Profile button.




Preferences (TA)
Teacher Assistant
My Preferences:
Seating Plan Setup
Edit User Profile
My Options
My Comments Option
My Preps
My Comments
School Grade Scale
3
Grade Calculation Method
Posting Type
Report Cycle
Cumulative
Use Assignment weights
Use Assignment type weights
Use Category weights
Use Report Cycles Weights
TAVG% Include Weight
Default order of Assignments by due date
Ascending
Numeric Score Default
Failure Threshold
Default Display Assignment
Delete Assignments at Year End
Other Settings
Allow Shared Access to Student Progress
When this box is checked, another teacher reviewing the academic progress of a student you both teach may view the grade received in your class.
Rounding Grades
The system rounds decimal values to whole numbers when posting grades for official reporting. Check this box to round grades to the nearest whole number. (i.e. 92.53 = 93 and 88.47 = 88) Uncheck this box to truncate (drop) decimal values. (i.e. 75.84 = 75).
Count Blank Grades as Zeros
Check this box to count blank grades as zeros in calculating average grades for a student. Uncheck this box to consider the student exempt from the assessment if the grade is blank.
Help

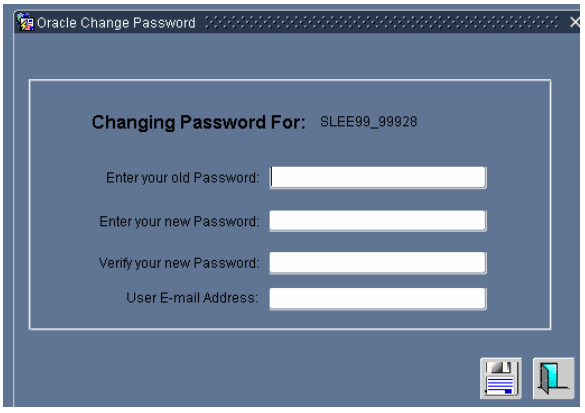
The Change Password screen appears for you to fill out. Enter your old password and then enter your new password twice. Enter your email address.

Click on the Save icon and click on the Exit door to exit the dialogue box.
If the password was changed a box will pop up saying "your password has been successfully changed."

The BCeSIS user password is now changed. You should immediately log off BCeSIS and log back into BCeSIS to test your new password.

Choosing a Password

BCeSIS passwords are not case sensitive and must begin with a letter.



The BCeSIS rules state that a password must:

- contain a minimum of eight characters and a maximum of fourteen;
- begin with a letter
- not contain any part of the user name (e.g., the name or initials used to log in); and
- contain characters from **each** of the following categories:

English upper or lower case letters	A…Z and a…z
Base 10 digits	0123456789
Valid Symbols	$ _ #

Please note the three symbols shown above are the only symbols that can be used. Guard your BCeSIS password as you would a credit card PIN or bank account PIN. By doing this, you help protect private information about students and parents, whose rights to such protection are guaranteed by legislation.

Password Hints:

You will be required to change your password every 120 days (3 times per year), so you will need to develop a way of remembering your password. When it is time to change your password you will be given a warning as you log into BCeSIS.

DO

- Use a familiar (and secure) password and add to this password a few extra characters
- Use the first letter of each word in a phrase or song
- Substitute 1 for i or l or 0 for o or $ for s to make it easy to remember (i.e. happ1ne$$ or ha$$1eme)
- Join two words together with an underscore (i.e. ra1ny_day or happy_d0g)
- Write the password in an address book using a code or make it look like a regular address
- Think of a new password when you are given a 5 day warning and write it down before you change it.

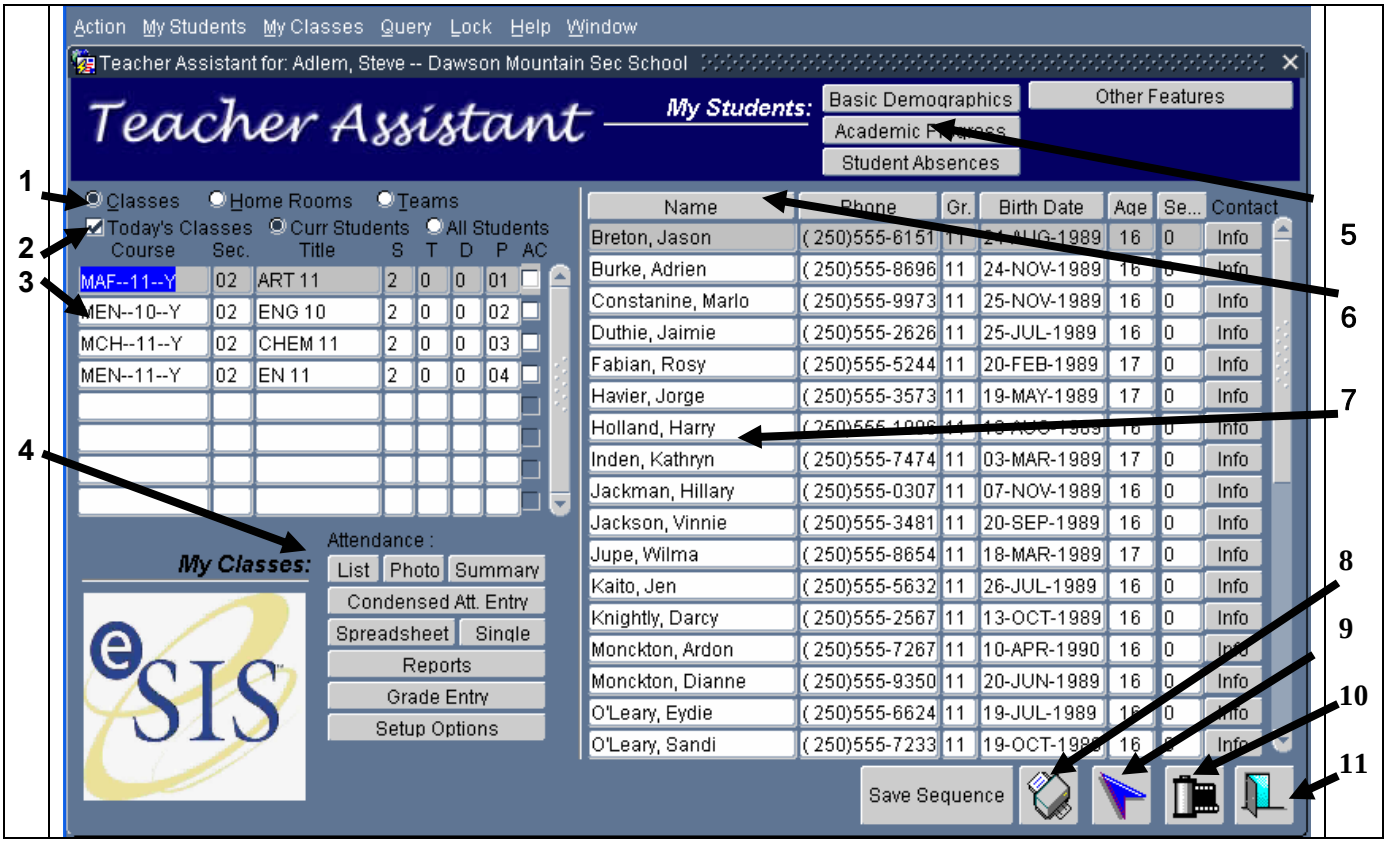
DON'T

- Leave the password written down around your work space (even hidden under the keyboard)
- Use easily guessed ideas for the password – i.e.: birthdates, pet names etc.

If you forget your password you will have to phone or email the computer support help desk to get it changed. If you phone and the help desk staff do not recognize your voice, they may ask you to have another staff member who they do recognize verify your identity.

5. The Teacher Assistant Start Screen

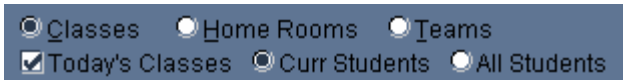
When you first log in to the Teacher Assistant (and clear any alert Screens that may appear), you will see a screen like this, except the student list will be blank. When you select a class the student list will fill in.


Action My Students My Classes Query Lock Help Window
Teacher Assistant for: Adlem, Steve -- Dawson Mountain Sec School
Teacher Assistant
My Students:
Basic Demographics
Other Features
Academic Progress
Student Absences
Classes Home Rooms Teams
Today's Classes Curr Students All Students
Course Sec. Title S T D P AC
MAF--11--Y 02 ART 11 2 0 0 01
MEN--10--Y 02 ENG 10 2 0 0 02
MCH--11--Y 02 CHEM 11 2 0 0 03
MEN--11--Y 02 EN 11 2 0 0 04
My Classes:
Attendance :
List Photo Summary
Condensed Att. Entry
Spreadsheet Single
Reports
Grade Entry
Setup Options
eSIS
Name Phone Gr. Birth Date Age Se... Contact
Breton, Jason (250)555-6151 11 24-AUG-1989 16 0 Info
Burke, Adrien (250)555-8696 11 24-NOV-1989 16 Info
Constanine, Marlo (250)555-9973 11 25-NOV-1989 16 0 Info
Duthie, Jaimie (250)555-2626 11 25-JUL-1989 16 0 Info
Fabian, Rosy (250)555-5244 11 20-FEB-1989 17 0 Info
Havier, Jorge (250)555-3573 11 19-MAY-1989 17 0 Info
Holland, Harry Info
Inden, Kathryn (250)555-7474 11 03-MAR-1989 17 0 Info
Jackman, Hillary (250)555-0307 11 07-NOV-1989 16 0 Info
Jackson, Vinnie (250)555-3481 11 20-SEP-1989 16 0 Info
Jupe, Wilma (250)555-8654 11 18-MAR-1989 17 0 Info
Kaito, Jen (250)555-5632 11 26-JUL-1989 16 0 Info
Knightly, Darcy (250)555-2567 11 13-OCT-1989 16 0 Info
Monckton, Ardon (250)555-7267 11 10-APR-1990 16 0 Info
Monckton, Dianne (250)555-9350 11 20-JUN-1989 16 0 Info
O'Leary, Eydie (250)555-6624 11 19-JUL-1989 16 0 Info
O'Leary, Sandi (250)555-7233 11 19-OCT-1989 16 Info
Save Sequence
1
2
3
4
5
6
7
8
9
10
11

1. Here you can select the type of student group you want to work with: classes, homeroom or teams. (Teams must be set up by the secretary.)
2. Here you can select if you want to see all your student groups or only those you teach today.
3. List of your classes or student groups.
4. My Classes Action buttons – These are the buttons used to do any task with your classes.
5. My Students Action buttons – These are the buttons to do tasks with individual students.
6. Column Headings – Click on a column heading to sort the list by that column.
7. List of students for the selected class or student group.
8. Printer tool for printing
9. Navigation Tool – to move to a part of the program that is not normally used by teachers.
10. Photo button to show photo of selected student.
11. Exit.

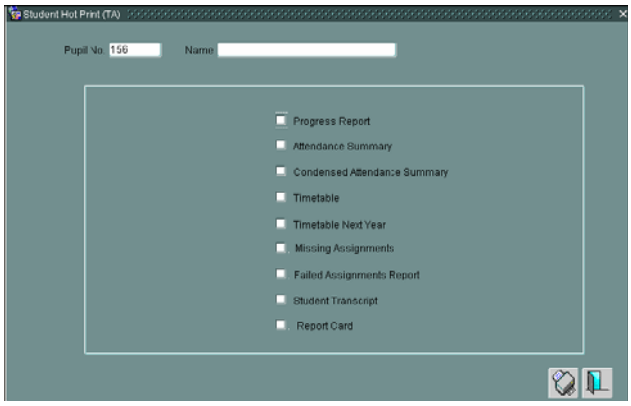
Notes about the Start Screen

There are five option buttons and a check box on the upper left of the screen.

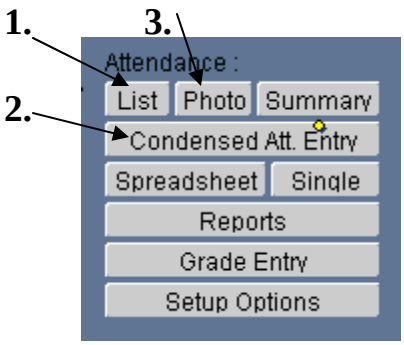


- The top three option buttons are to display:
  - The classes you teach
  - The homeroom you are responsible for
  - The teams you coach (teams must be created and members added by the secretary)
- *Today's Classes* is checked by default. This limits the display to the classes in session today. Removing the check causes all your classes to be displayed.
- If *Current Students* is selected, only students who are now enrolled in the class will be shown. If *All Students* is selected, students who have dropped the course will be displayed also (in red).
- An asterisk shown to the right of a student's name indicates that the student is a special education student. The student will have an eligibility for some form of ministry funding such as gifted, learning disability, etc. This eligibility can be seen by selecting the student, clicking the Basic Demographics button, and selecting the Schedules tab. (see page 18)
- The AC (Attendance Complete) checkbox of the Class area is used to indicate that attendance has been taken for the class. This allows the teacher to check this box on the Start screen instead of going into the attendance screen when all students are present.

- The Class List area on the right of the screen displays the list of students in the class, homeroom or team chosen in the Classes area.
- The Se (Sequencing) Column is used to set up a special order for sorting the students. To resort the list into your special order, number the students, click the Save Sequence button and click the top of the Se column.
- The **Hot Print** button on the lower right of the screen allows you to print a choice of reports based on the selected student. You will see the choice shown on the right. More information is provided later in this document.



6. Taking Attendance in BCeSIS



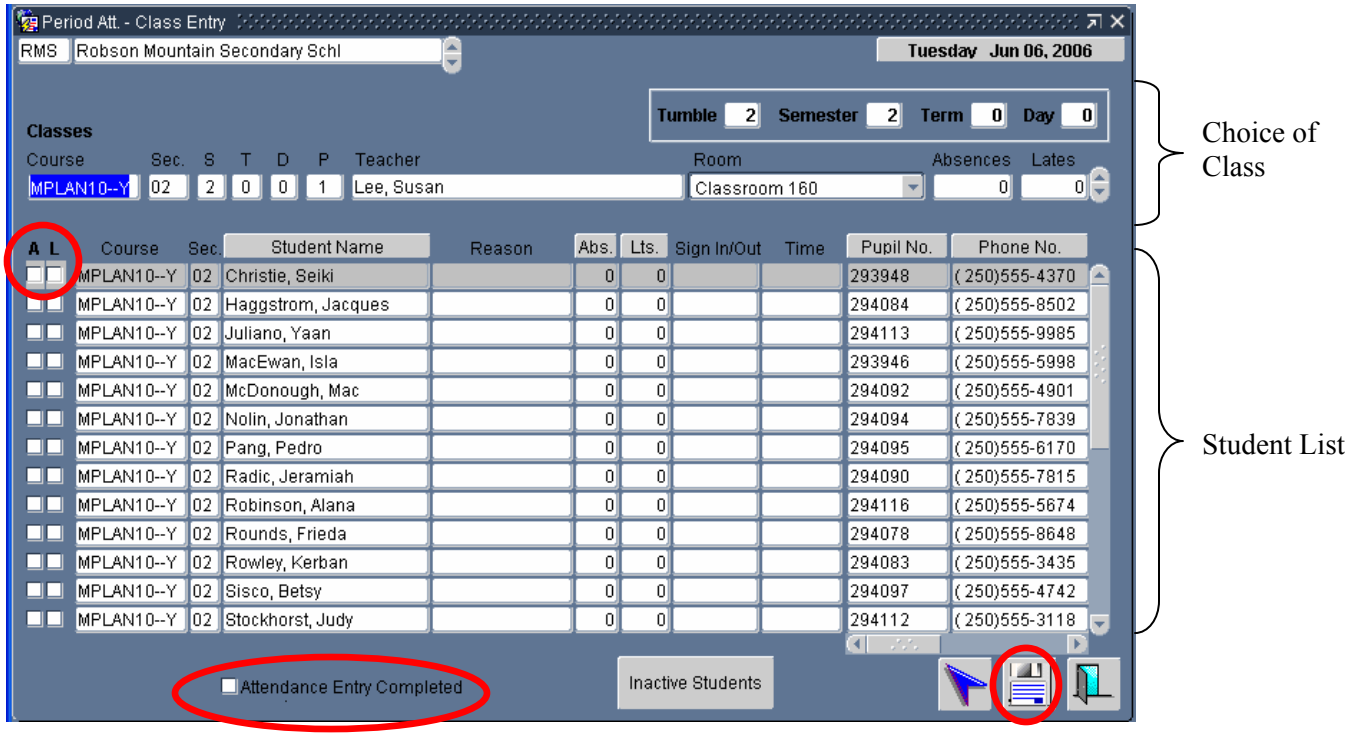
There are three methods for taking attendance in BCeSIS:

- Class List
- Condensed Class List
- Photo List

Taking Attendance with the Class List

Clicking on the List button will open the class list screen as shown below

.


Period Att. - Class Entry
RMS
Robson Mountain Secondary Schl
Tuesday Jun 06, 2006
Tumble 2 Semester 2 Term 0 Day 0
Classes
Course Sec. S T D P Teacher Room Absences Lates
MPLAN10--Y 02 2 0 0 1 Lee, Susan Classroom 160 0 0
A L Course Sec. Student Name Reason Abs. Lts. Sign In/Out Time Pupil No. Phone No.
MPLAN10--Y 02 Christie, Seiki 0 0 293948 (250)555-4370
MPLAN10--Y 02 Haggstrom, Jacques 0 0 294084 (250)555-8502
MPLAN10--Y 02 Juliano, Yaan 0 0 294113 (250)555-9985
MPLAN10--Y 02 MacEwan, Isla 0 0 293946 (250)555-5998
MPLAN10--Y 02 McDonough, Mac 0 0 294092 (250)555-4901
MPLAN10--Y 02 Nolin, Jonathan 0 0 294094 (250)555-7839
MPLAN10--Y 02 Pang, Pedro 0 0 294095 (250)555-6170
MPLAN10--Y 02 Radic, Jeramiah 0 0 294090 (250)555-7815
MPLAN10--Y 02 Robinson, Alana 0 0 294116 (250)555-5674
MPLAN10--Y 02 Rounds, Frieda 0 0 294078 (250)555-8648
MPLAN10--Y 02 Rowley, Kerban 0 0 294083 (250)555-3435
MPLAN10--Y 02 Sisco, Betsy 0 0 294097 (250)555-4742
MPLAN10--Y 02 Stockhorst, Judy 0 0 294112 (250)555-3118
Attendance Entry Completed
Inactive Students
Choice of Class
Student List

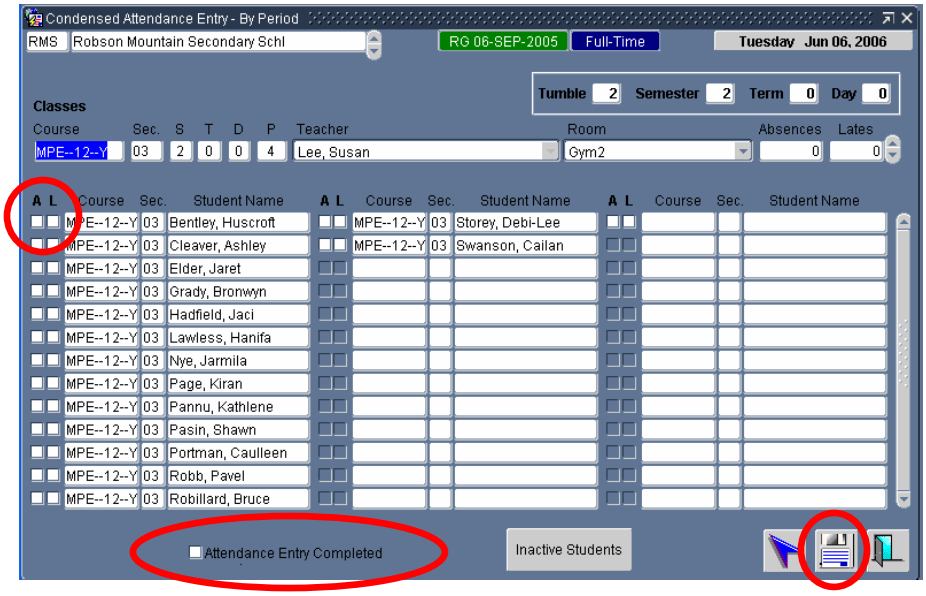
Taking attendance is just a matter of clicking in the box under the A for each absent student and clicking in the box under the L for each late student. The scrollbar on the right lets you scroll down to see the rest of your class. **After you have finished entering the attendance, click on the Attendance Entry Completed checkbox at the bottom to let the secretaries know that you have completed your attendance**, and click the Save button.

If the secretaries have entered a reason for the student's absence such as a field trip or a parent approval, it will be listed in the Reason column. The Abs and Lts columns show the total number of absences and lates in your class for each student.

To take attendance for a day other than today, click the date in the upper right corner to select the date you want.

Taking Attendance with the Condensed Class List

Clicking on the Condensed Att. Entry button opens the screen shown at the right. It is very similar to the normal Class List except it displays less information and can show your whole class at once, so no scrolling is necessary. Again, taking attendance is just a matter of clicking on the buttons in the A column for absent students and in the L column for the late students. When finished, click on the Attendance Entry Completed button and on the Save button.

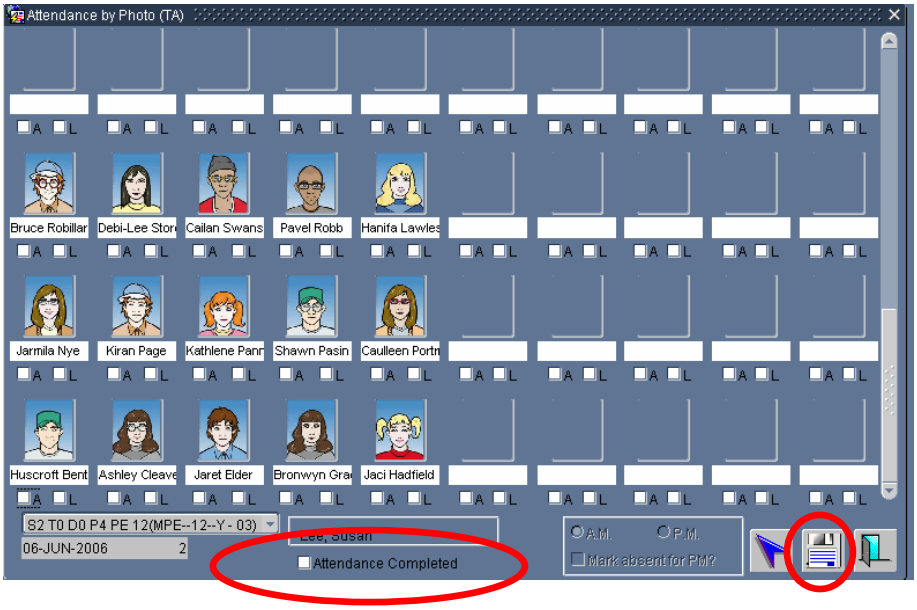


Taking Attendance with the Photo List

Note:
You cannot take attendance with the Photo List until you have set up a Seating Plan (See below)

The photo list is especially useful to substitute teachers as it shows each student's photo.

Again, taking attendance is just a matter of clicking on the buttons in the A column for absent students and in the L column for the late students. When finished, click on the Attendance Entry Completed button and on the save button.

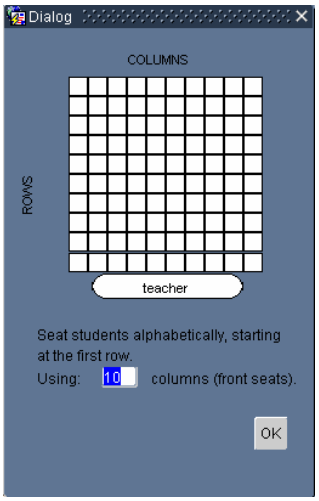


Setting Up a Seating Plan

Note:
This screen can be found by clicking on Setup Options > Preferences > Seating Plan Setup. It will also appear the first time you click on Photo List

The Seating Plan Setup offers a 10 x 10 matrix within which a classroom's seating arrangement can be configured. The teacher name is shown at the front of the class (bottom) and photos of students can be moved around to suit just about any desired configuration.

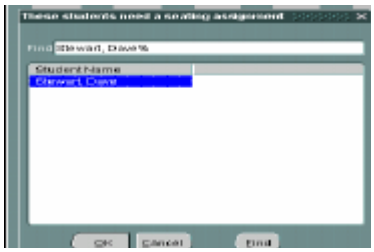
To start, click the Alpha Seating button. The **Alpha Seating** button is used to seat students based on last name.



The dialog box shown at the right will appear. Enter the number of columns of desks in your room as shown at the right. The initial seating plan, as shown above will then appear.

To move a student, double click on a picture. Double click several if you want to move more than one. The pictures disappear.

Double click a new location to get a list box that is loaded with the student(s) you removed.

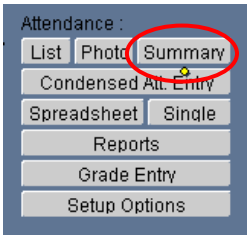


Select the required student and click OK or simply double click the name. The student is now in the new location.

To clear the Seating Plan and start a new one, click the Alpha Seating button.

- Students who are new to the class and yet to be assigned a seat, will show in the list that pops up when double-clicking.
- Students assigned to a seating plan who later drop the course or are taken out of the homeroom will show with a yellow background in the Seating Plan screen. They should be removed by double clicking. The Alpha Seating process will automatically remove such students.
- Use the print button to print the Seating Plan.

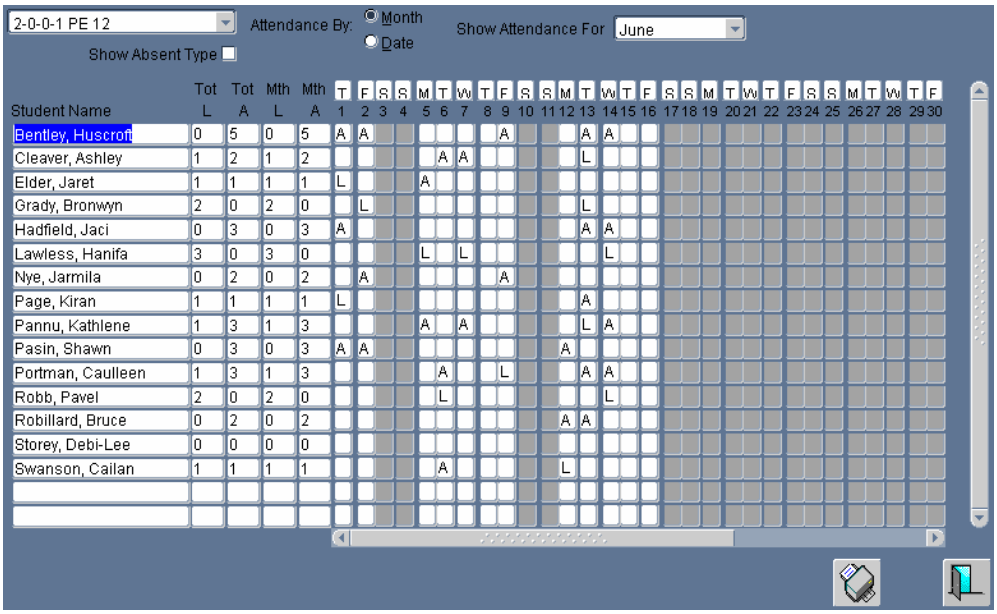
Viewing an Attendance Summary



The attendance summary allows you to see a summary of the attendance in a class for the month or for a specified time period. After you have selected a class on the Teacher Assistant start screen, click the Summary button to see the attendance summary.

By default it shows the attendance for the present month. The options at the top of the screen let you select a different month or specify a different date range if you wish.

The summary can be printed by clicking on the print button at the bottom.

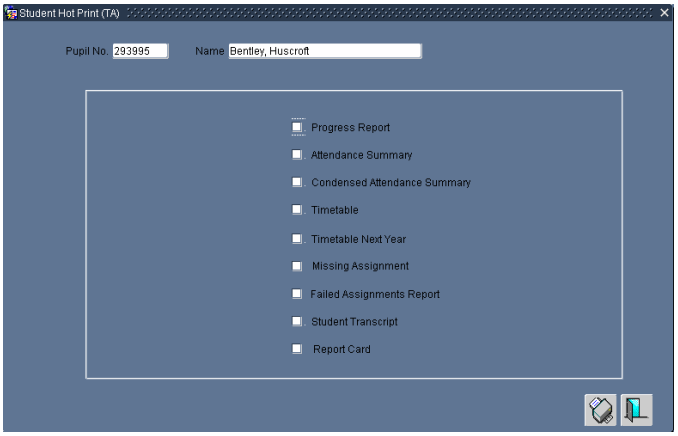


7. Printing from the BCeSIS Teacher Assistant

There are quite a few reports available to teachers in BCeSIS. There are two buttons to print reports: the Hot Print button and the Reports button. **Whenever you are printing reports from BCeSIS it is critical that you think about the rights your students have to privacy.** Once you print any information, the responsibility is yours to ensure that the information on the report is kept secure and is not misused. If you are not completely sure of your ability to keep the information secure, you may be wise to not print the report but just look it up in BCeSIS as needed.

Hot Print Reports

Hot Print reports concerning a specific student are available from the start screen by selecting a student and clicking the printer icon.



Progress Report:
A detailed report for a student showing their results on all assignments.

Attendance Summary:
A detailed report for a student showing their absences and lates for every day and every class. Note: This report includes the number of 'unexcused' absences. This may mean absences for which no excuse is given, not 'skipped' classes. This may require an explanation to your students.

Condensed Attendance Summary:
A single page report for a student showing what periods they missed or were late for each day of the school year or any other specified time period.

Timetable:
A report showing the student's timetable.

Next Year Timetable:
A report showing the student's timetable for next year (if courses have been scheduled).

Missing Assignments:
This report gives a list of assignments for which the student does not have a mark entered. Note: If a mark of Zero is entered for an assignment it will NOT show up on this report. This should be considered when setting the My Options checkbox labeled 'Count Blank Grades as Zeros'. (see page 22)

Failed Assignments:
This report gives a list of assignments for which the student received a failing grade.

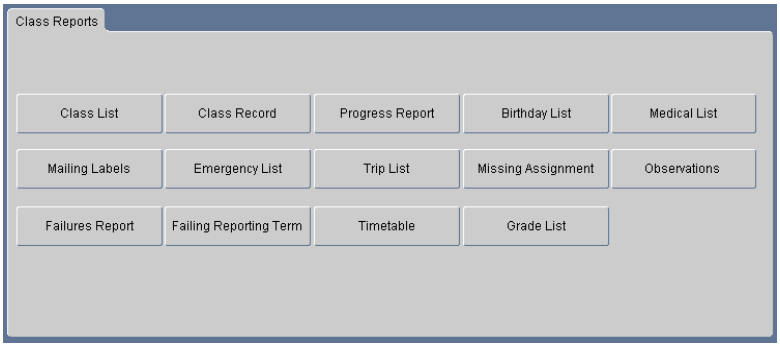
Student Transcript:
A report showing the student transcript, including all the courses the student has completed.

Report Card:
This prints the student report card for any chosen reporting period. Select 'Secondary' and the correct reporting date. This is a good way to see exactly how a student's report will print.

Class Reports

Clicking the Reports button on the Teacher Assistant start screen will give you a selection of reports for a class.

Class List:
A list of the students in your class along with some basic demographic information.



Class Record (Checklist):
A list of the students in your class along with a grid of 12 columns. You can type in headings for the columns.

Progress Report:
A report of one or more students' academic progress. This report has many options and is probably the best to use for an interim report to send home. It has a space for a teacher comment and a parent signature.

Birthday List:
A report of the birthdays of the students in a class. It can be sorted by age.

Medical List:
A list of medical information for the students in your class. Note that this report may contain sensitive information with critical privacy concerns.

Mailing Labels:
A report that creates mailing labels with student addresses for mailouts to each student in the class. It can also create labels for distribution to the students' homerooms.

Emergency List:
A list of the emergency contacts for each student in the class, with all of their contact information. Note that this report may contain sensitive information with critical privacy concerns.

Trip List:
A list of the students in a class, along with some demographic and medical information that might be suitable for taking on a field trip in case of emergency. You might also need the emergency list.

Missing Assignments:
A list of the students that are missing assignments, along with the assignments each is missing.
Note: If a mark of Zero is entered for an assignment it will NOT show up on this report. This should be considered when setting the My Options checkbox labeled 'Count Blank Grades as Zeros'. (see page 22).

Observations:
A list of observations that you have entered for your students, using the demographics section of Teacher Assistant.

Failures Report:
A list of all the assignments with a failing grade for one or more students.

Failing Reporting Term:
A list of all the students failing a selected reporting term. It can also print the students failing in a selected category (unit of study) or a selected assignment type.

Timetable:
A report giving a one page timetable for each of the students in a class.

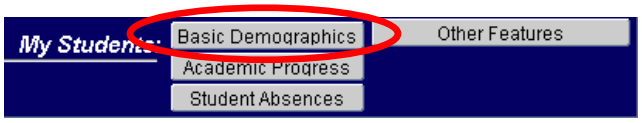
Mark List:
A list of the marks for the students in a class for a selected term. Includes comments selected from the school comment bank.

Other reports

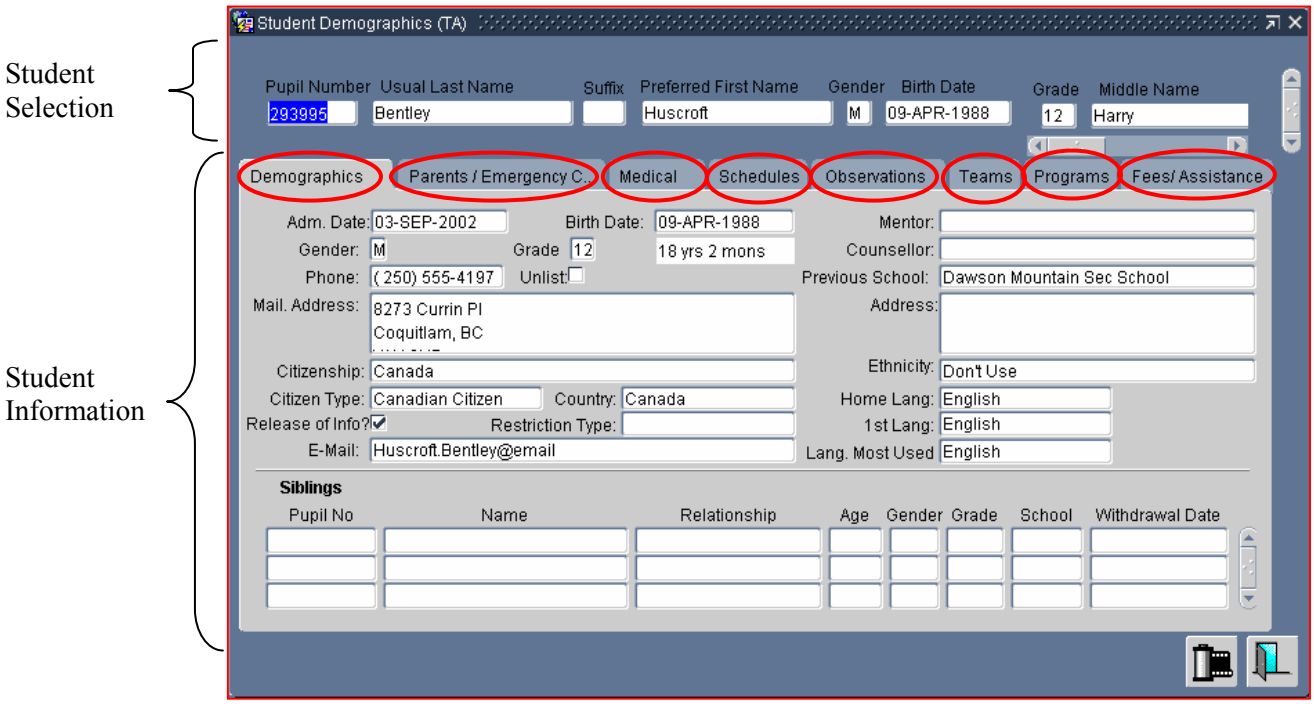
The print button at the bottom of the spreadsheet screen is used to print the Mark Summary Report. This is what most teachers will use to publish interim student marks. It can show student names or only student numbers. For more information on this report, see page 26.

8. *My Students* Action Buttons

Student Demographics



Selecting a student and clicking the Basic Demographics button on the Teacher Assistant start screen takes you to the demographics screen for that student.



The top part of the screen is used to select a student. You can search for a particular student by pressing F7, selecting a field, entering information in the field, and pressing F8. If you just press F7 then F8 you will see the first student in the class and can scroll through the students in the class using the scroll bar on the right.

The tabs along the top of the screen take you to various screens giving information about the student. These screens contain personal information about the student so the privacy implications of any use of this information should always be considered.

Demographics:
Basic demographics for the student including birthdate, address, home languages, citizenship and previous school. If the school has entered sibling information, the siblings of the student will be shown.

Parents/Emergency Contacts:
Emergency contact information, including multiple phone numbers and email addresses. Custody information will be shown only if the school has received court documents. Depending on the way the information has been entered, parent information may be shown as well.

Medical:
Medical information, including allergies and other health issues.

Schedules:
Homeroom, schedule and special education information, if any. If the student has courses scheduled for next year, they can be shown as well.

This screen also shows special education information for the student, including their eligibility for any special education funding and the special education staff working with the student.

Observations:
This screen is used to enter observations about the student. These observations can be shared with other teachers of the student. We suggest you not share observations until the school has developed a policy about the use of observations.

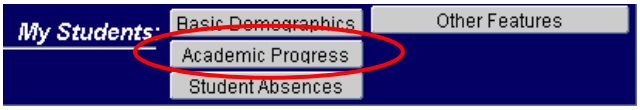
Teams:
A list of the teams and groups the student belongs to, along with the coach and staff member assigned to the team or group.

Programs:
A list of the programs associated with the student. These programs are usually to do with funding categories for the ministry of Education. This tab can be removed by a school setup setting.

Fees/Assistance:
A sheet showing fees the student owes, along with financial assistance the student has received. This tab can be removed by a school setup setting.

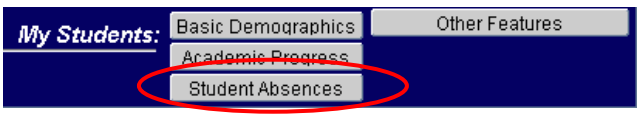
Please be aware of the sensitive nature of the information shown on these screens. As a BCeSIS user, it is your responsibility to safeguard any information you have access to.

Academic Progress



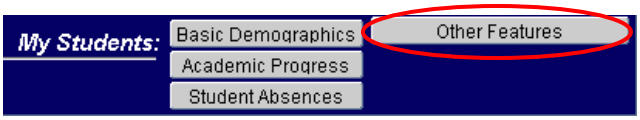
Selecting a student on the Teacher Assistant start screen and pressing the Academic Progress button takes you to a screen showing academic progress for the selected student in other classes. This screen will be blank unless other teachers have selected the option in their My Options screen to share their class marks (see p. 22 below). We are suggesting this feature not be used until the staff has discussed the issue.

Student Absences

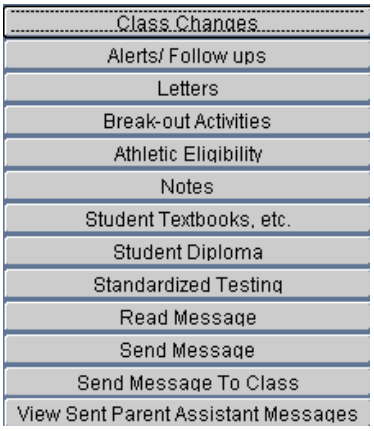


Clicking the Student Absences button on the Teacher Assistant start screen takes you to a screen showing absences for the student in all of their classes.

Other Features



A variety of Teacher Assistant functions are grouped under the Other Features button. These are:



Class Changes:
This is the same screen you see when you log in to the Teacher Assistant, notifying you of any changes to your classes since you last logged in.

Alerts/Followups:
This is the same screen you see when you log in to the Teacher Assistant, notifying you of any alerts that you have not acted on.

Letters:
This screen allows you to print pre-defined letters to your class. A single PDF file is created with the letter addressed to each student class, but you can print only one page if you want to send it to only one student. To use this feature the school secretary needs to create a template for the letter in BCeSIS. It can include information about the student such as names, addresses, phone numbers, etc.

Break-out Activities
This screen is designed to record times a student is away from your class (or other classes) on assigned activities. It is not expected to be used in this district.

Athletic Eligibility:
This screen is designed to allow teachers to indicate if a student in their class is ineligible for athletics. It is not expected to be used in this district.

Notes:
Teachers can create notes on this screen about any aspect of a student, positive or negative. Other teachers of the student can read and add a follow-up to the note. Be aware of the privacy issues associated with such shared notes.

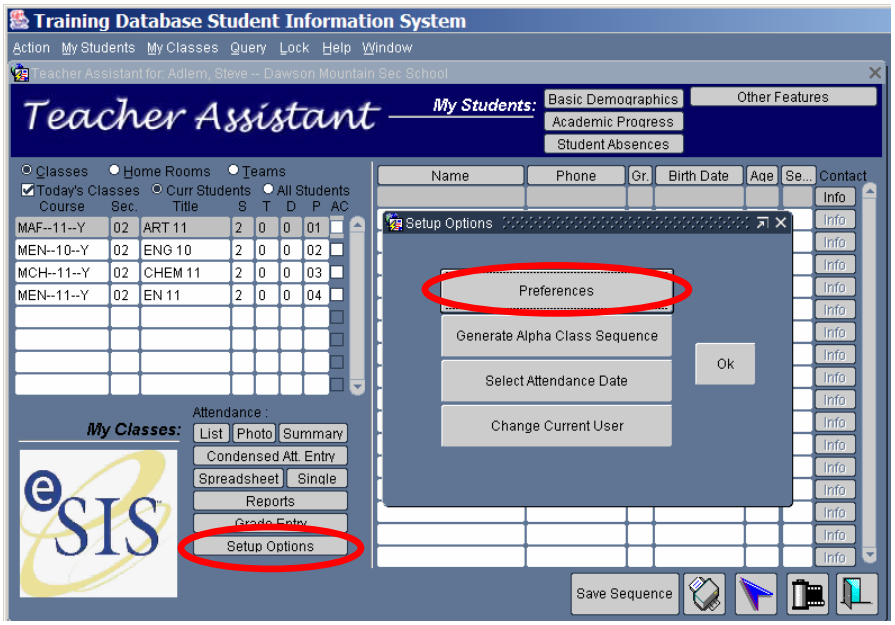
Student Textbooks:
If a school is using BCeSIS for textbook administration, this screen shows the textbooks the student has outstanding and any charges owing.

Student Diploma:
This screen shows how a student is progressing towards meeting the requirements for graduation, including the number of credits the student has received in each of the required categories.

Standardized Testing:
This screen shows the student's scores on any provincial exams. It also shows any provincial exams a student is scheduled to write.

Messages:
The last 4 buttons are used for messages to and from students and teachers. These do not function at this time. They do not send email; to read or send a message the student or parent must log in to BCeSIS, which is not possible at this time.

9. Preparing to use the BCesis Gradebook: My Options



Preferences

This is where you set up the gradebook to calculate and display your grades according to your wishes.

To set up Preferences, click on the Setup Options button on the Teacher Assistant start screen, and then click the Preferences button.

My Options Screen

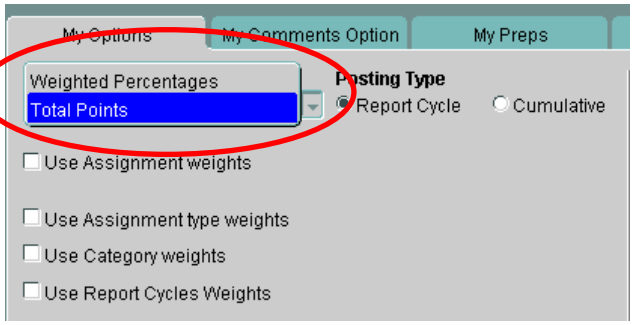
The My Preferences screen is divided into five tabs. The first tab, My Options, allows you to select your calculation method, select various weighting methods, set a failure threshold and make other decisions about your Gradebook.

See Appendix 2 for a more detailed explanation of these settings

Grade Calculation Method

Important note:
Your choice of Grade Calculation Method relates to all of your classes and calculations. It is used wherever you specify weighting should occur – with assignments, with assignment types and with categories.

Once a single assignment (in any class) is entered into your Gradebook, this choice is grayed out and cannot be changed without deleting all assignments for all of your classes.



With Total Points, the system will take each grade and add them together. It will then take the total possible points of all assignments, calculate the fraction and convert this fraction to a percentage grade.

With Weighted Percentages, the system will take each individual grade, convert it to a percentage, then add up all of the percentages and come up with the overall average of the percentages.
(see the example below).

Example of the Two Grade Calculation Methods:

Assignment 1: Score = 5 / 5
Assignment 2: Score = 10 / 50

Total Points:	Weighted Percentages:
= (5 + 10) / (5 + 50)	= 5/5 (X100) + 10 / 50 (X100)
= 15 / 55	= 100% + 20%
= 27 %	= 120 / 2
	= 60%

Either of these methods may be 'correct', but teachers should be prepared to explain their methods to students and parents. We believe the Total Points method is easier to explain.

We have selected the Total Points method as the default since it is the method used by Integrade,

NOTE: THIS SETTING CANNOT BE CHANGED ONCE ANY ASSIGNMENTS HAVE BEEN ADDED TO THE GRADEBOOK

Posting Type

There are two choices for Posting Type: Report Cycle or Cumulative

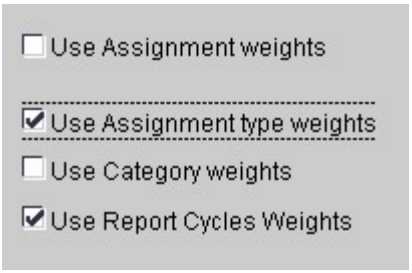
Report Cycle keeps each reporting period separate. For example, term 1 grades would be kept separate from term 2 grades. They would then be added together to calculate a final grade. This is the most common method.

Cumulative posting type keeps a running total within the same semester, so term 2 grades are added to term 1 grades. When you select Cumulative, you are given two other choices to select, but we recommend you avoid this complexity.

We recommend Report Cycle Posting for most teachers.

NOTE: THIS SETTING CANNOT BE CHANGED ONCE ANY ASSIGNMENTS HAVE BEEN ADDED TO THE GRADEBOOK

Weights



These checkboxes can be changed at any time.

Use Assignment Weights: This will allow you to give different weights to each individual assignment when adding assignments in the gradebook, as opposed to just adding up the marks.

Use Assignment Type Weights: This will allow you to give different weights based on assignment types. For example: Tests=50% of grade, Homework=25% of grade, Quizzes=25% of grade.

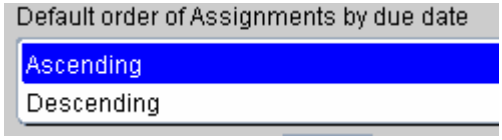
Use Category Weights: Allows you to weight grades based on units of study that you can assign to each class (see page 24.)

Use Report Cycles Weights: Sets how the final mark for the course is calculated. For instance, it might be 1st Term = 40%, 2nd Term = 40%, Final Exam = 20% If there is no final exam, set the Final Exam to 0%. **We recommend that this be checked for most teachers.**

See Appendix 2 for a more detailed explanation of these settings

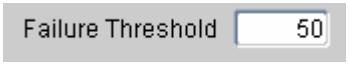
Other Preferences

Default order of assignments by due date:
Assignments in Gradebook are displayed by due date. You have the option of having the most current assignment displayed first or the oldest assignment displayed first.



Numeric Score Default:
When creating assignments, you can choose to have a default numeric score. For example, if you know most of your assignments will be worth 100 points, then enter 100 in this box and that will be the default score when you add assignments.

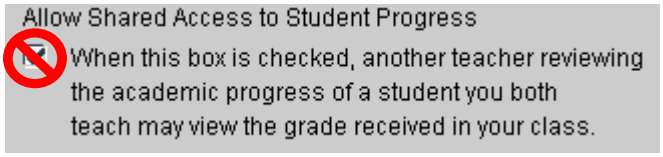
Failure Threshold:
This percentage designates the point at which assignments fail. In this example, assignments that score less than 50% of possible points are considered failing.



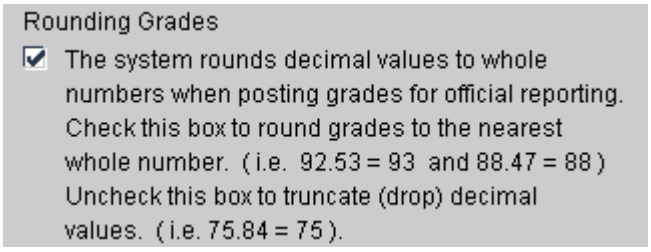
Default Display Assignment:
The default for how many assignments show on the Gradebook screen.

Delete Assignments at Year End:
If checked, the Year End process will wipe your Gradebook clear of assignments. Otherwise, the assignments from last year will remain so you will not have to recreate them.

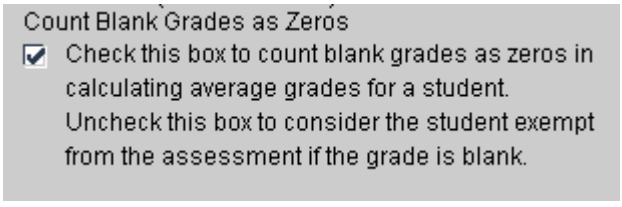
Allow Shared Access to Student Progress:
This allows other teachers who have students in common with you to be able to see their grades in your class. We are asking all teachers NOT to check this box until everyone understands its implications.


Allow Shared Access to Student Progress
When this box is checked, another teacher reviewing the academic progress of a student you both teach may view the grade received in your class.

Rounding Grades:
If selected, grades (when posting) are rounded up. Otherwise, decimal values are truncated.

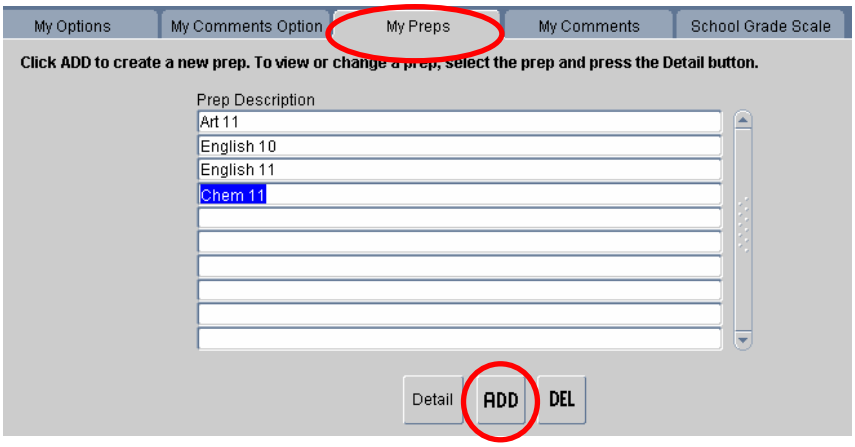

Rounding Grades
The system rounds decimal values to whole numbers when posting grades for official reporting. Check this box to round grades to the nearest whole number. (i.e. 92.53 = 93 and 88.47 = 88) Uncheck this box to truncate (drop) decimal values. (i.e. 75.84 = 75).

Count Blank Grades as Zero:
Check this if you want blank grades in Gradebook to be counted as zero. Otherwise, blank grades are not factored into a student's grade; it is assumed the student was exempt from the assignment (you still will have the option of marking a student exempt from an assignment whether this is checked or not).


Count Blank Grades as Zeros
Check this box to count blank grades as zeros in calculating average grades for a student. Uncheck this box to consider the student exempt from the assessment if the grade is blank.

10. Preparing to use the BCesis Gradebook: My Preps

From any screen within the preferences section you can select the My Preps tab.



A prep is a set of rules for setting up the gradebook for your classes.

This screen shows a list of your preps. Do not type into this screen. To view or change a prep, select it from the list and click the Detail button.

To create a new prep, click the ADD button.

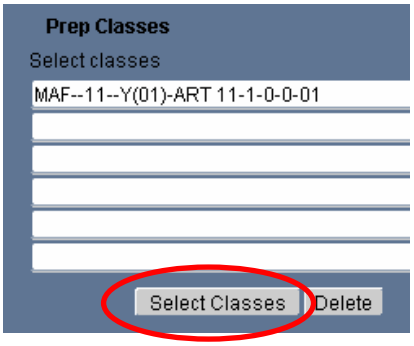
We recommend creating a separate prep for each of your courses.

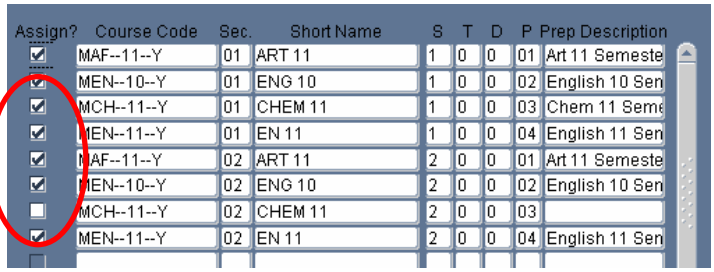
Creating a New Prep: The Prep Detail Screen

At the top of the screen is a box to enter the class name.

Choosing the class for your Prep

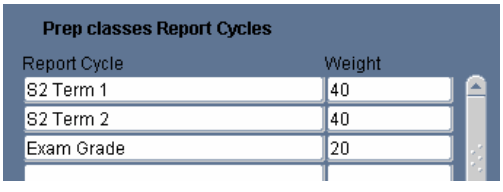
Click the Select Classes button and check off the class you want to associate with the Prep.
If a class is already checked off it means it is already associated with a Prep. A class can only be associated with one Prep.




Assign? Course Code Sec. Short Name S T D P Prep Description
MAF--11--Y 01 ART 11 1 0 0 01 Art 11 Semeste
MEN--10--Y 01 ENG 10 1 0 0 02 English 10 Sen
MCH--11--Y 01 CHEM 11 1 0 0 03 Chem 11 Seme
MEN--11--Y 01 EN 11 1 0 0 04 English 11 Sen
MAF--11--Y 02 ART 11 2 0 0 01 Art 11 Semeste
MEN--10--Y 02 ENG 10 2 0 0 02 English 10 Sen
MCH--11--Y 02 CHEM 11 2 0 0 03
MEN--11--Y 02 EN 11 2 0 0 04 English 11 Sen

Report Cycles:

The reporting cycles will automatically populate. The Weight column will only appear if you have checked 'Use Report Cycle Weights' on the My Options screen. The numbers entered in this example would mean the final mark for the course would be made up of 40% from the first term mark,

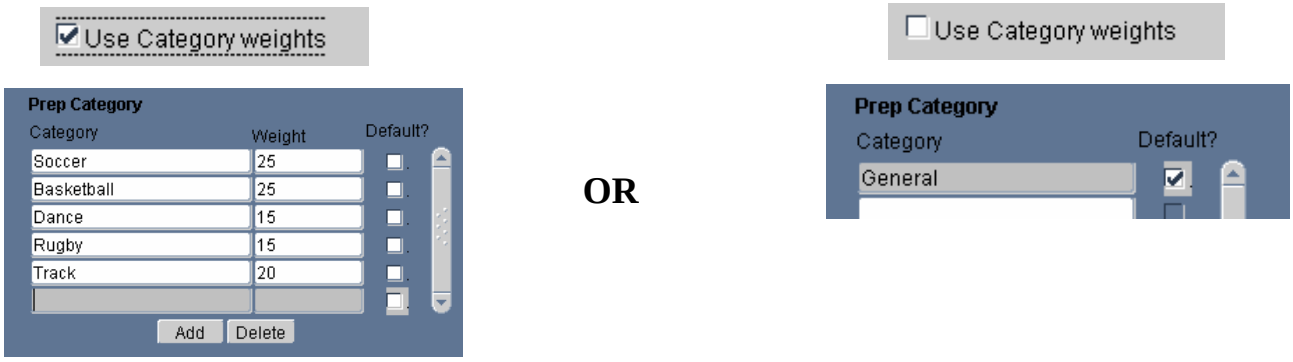


40% from the second term mark, and 20% from the final exam mark. If the course has no final exam, enter 0 in the weight column beside Exam Grade.

Prep Categories (Units of Study):

You can choose to divide your class into sections, or units of study, and give a weight to each unit. In the first example the Soccer unit will be worth 25% of the final mark, the Dance unit will be worth 15%, etc. The Weight column only appears if you have checked the 'Use Category Weights' box on the My Options screen.

Most teachers do not use category weights, so the weight column does not appear. Even if you do not use category weights, you must have at least one category. Most teachers are choosing one category titled 'General' as shown in the second example.



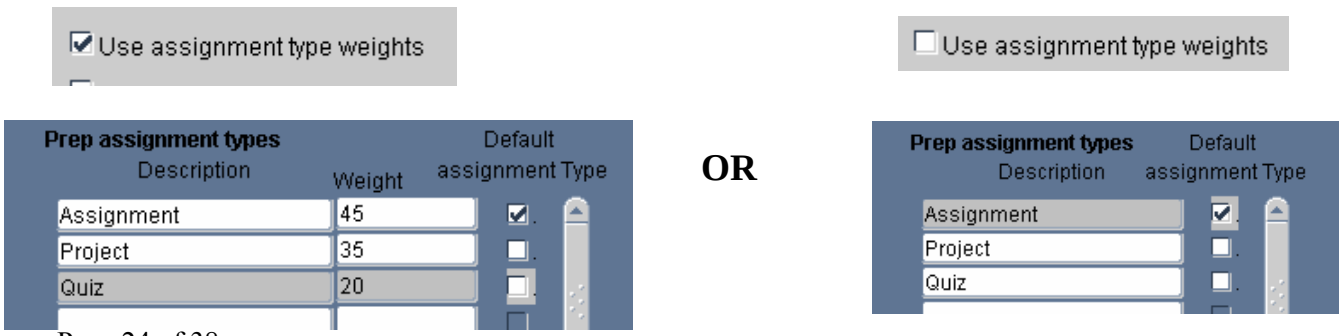
Prep Assignment Types:

This is where you choose what type of assignments you will use for the class. Again, a weight column will appear if you have checked the Use Assignment Type box on the My Options screen.

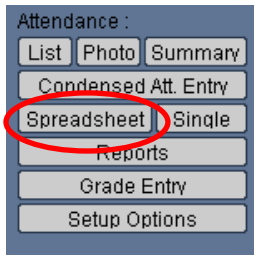
Click Add to choose from Homework, Quizzes, Tests, and many others. This list is created at the district level and shared by all teachers in the district. If you find that there are missing items on the list, please discuss it with the BCeSIS trainers. If you find the list does not meet your needs at all you may want to use categories instead of assignment types. (see above)

You also have the option of selecting a default assignment type. If you know that most of your assignments will be Labs, then you can check the default box next to Labs and when creating an assignment in Gradebook, the default will be Labs.

If you have chosen to use assignment type weights you will need to set the relative weights of the assignment types. In this example Assignments will make up 45% of the term mark, Projects will make up 35% and Quizzes will make up 20%.

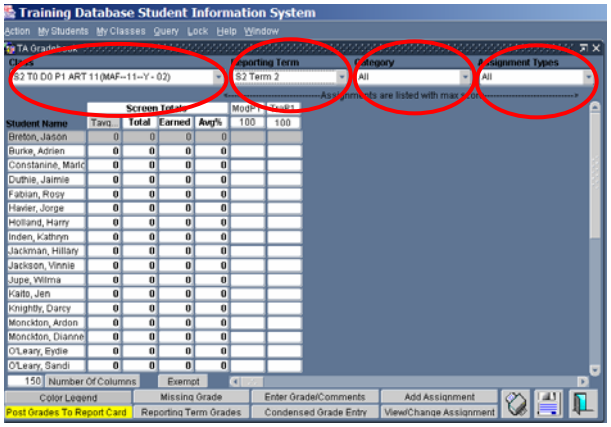


11. Using the BCeSIS Gradebook



The Spreadsheet Screen

From the main Teacher Assistant screen, click on **Spreadsheet**.



The top four dropdown menus work like filters to change how you view your Gradebook.

Assignment Filters

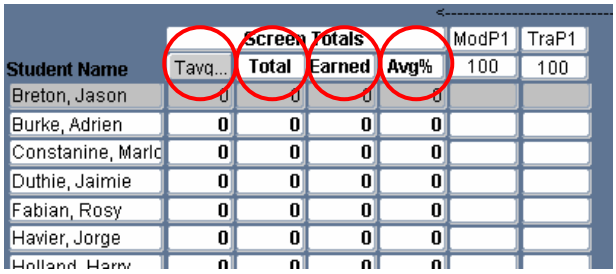
Class:
You change which class you are looking at by choosing one from the dropdown menu.

Reporting Term:
You can change which reporting term you are viewing within the class.

Category:
If you divided your class into Categories or units of study, you can choose which one to view.

Assignment Types:
You can change which type of assignments you are looking at. If you want to see only the quizzes, you can do so by selecting that choice from the dropdown menu.

Screen Totals:



Tavg%:
This is the total average the student has scored for all assignments in the reporting period. Even if you change the Reporting Term or Assignment Type you are viewing, this percentage will not change.

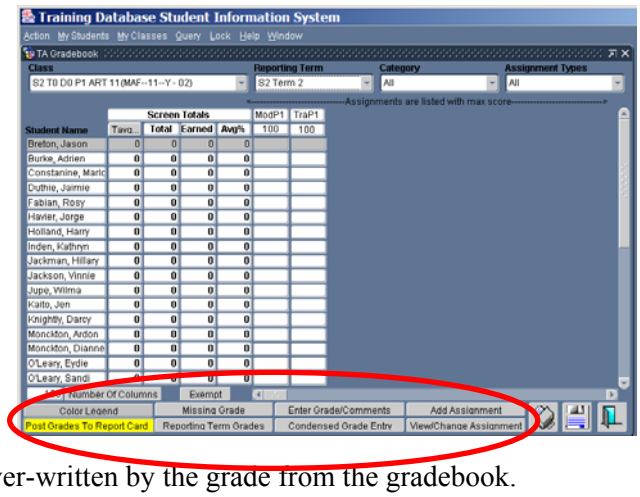
Total:
This is the total number of points possible a student can earn for a particular assignment. If you have chosen **All** under **Assignment Types**, then all possible points for all assignments will show here. If you chose a specific assignment type, then only the total possible points for that assignment type will show here. If an assignment's due date has not passed, then that assignment's total points will NOT be added to this field.

Earned:
This is the total points the student earned for either a specific assignment type or for all assignment types (depending on what selection you chose from the Assignment Type dropdown menu.)

Avg%:
This is the percentage of points the student earned for either a specific assignment type or for all assignment types (depending on what selection you chose from the Assignment Type dropdown menu.)

Buttons at the Bottom of the Spreadsheet Screen

Color Legend:
Displays the color codes used in Gradebook. For example, a student whose score is below the failure threshold is highlighted pink.



Post Marks to Report Card:
Sends the grades as recorded to the Mark Entry function of eSIS, which means you do not have to hand enter grades when grade reports are due. You will still have the ability to hand change a grade before you post the grades.

To make manual changes to any grades after you have used this button to post your marks, use the "Reporting Term Grades" button. If you use the "Post Marks" button after making any manual changes to posted grades, they will be over-written by the grade from the gradebook.

Missing Mark:
Displays students who do not have a grade for a particular assignment (note that this only works after the assignment's due date has passed.)

Reporting Term Marks:
Allows you to view grades that have been posted to **Mark Entry**. Use this button to view or edit the end-of-term grades after you have posted them using the yellow button.

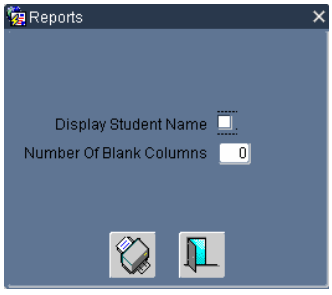
Enter Mark/Comments:
Click here when you're ready to add grades and comments for an assignment.

Condensed Mark Entry:
Another view of Mark Entry, which displays all students in one screen without having to scroll through a list. However, you cannot enter grade comments from this screen.

Add Assignment:
This is where you add assignments for a class.

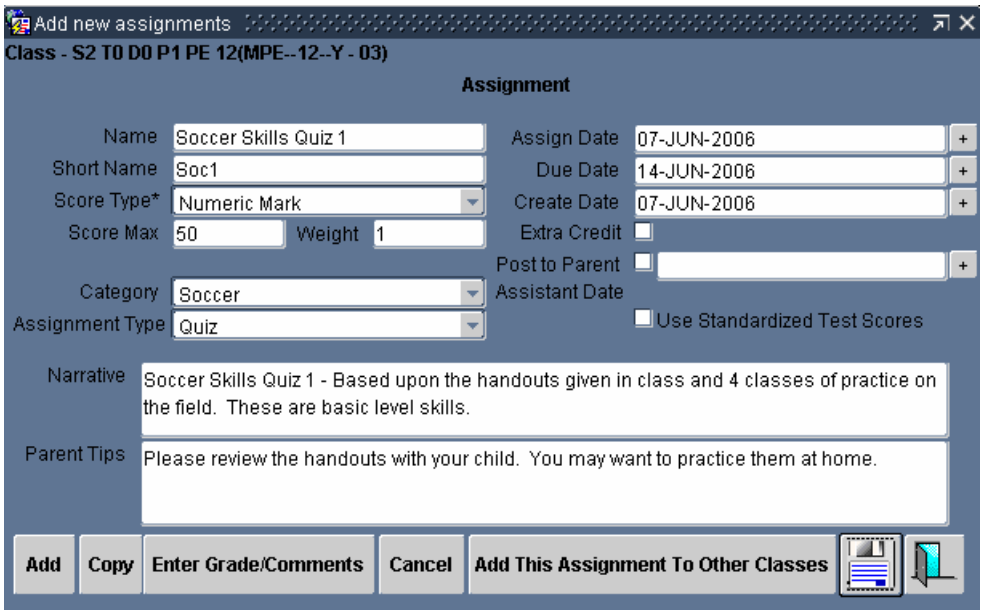
View/Change Assignment:
This is where you can view the details of an assignment you set up or make changes to the assignment, including deleting the assignment.

The Print Button – The Mark Summary Report
Click the print button to print a mark summary report. This is what teachers will use to publish interim student marks. A choice is given to display student names or only student numbers. The report shows the marks for each assignment in the reporting period as well as the total for the period and the average percent.



Adding an Assignment

NOTE: **Before you add an assignment, make sure the Reporting Term you want that assignment to count in is selected.** Otherwise, regardless of what the due date is, the system will include that assignment in whatever Reporting Term is selected when you click on **Add Assignment**.



Each assignment should have the following information entered:

Name:

This is a descriptive name for the assignment

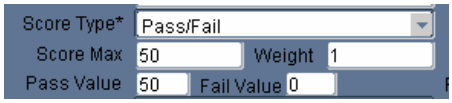
Short Name:

This will be used for column headings and is limited to 5 characters.

Score Type:

This can be any of the values shown at the right.

- Numeric Mark – This is the most commonly used. Just enter a number.
- Alpha - Enter a letter grade for an assignment. For calculation purposes, this will be converted to a number using the values in the school grade scale. You cannot change these values.
- Complete/Incomplete or Pass/Fail – When these values are chosen additional boxes appear to enter the values to use for a Pass and Fail.



- Score Max is the maximum score possible on the assignment
- Weight is the weight given to the assignment. This box only appears if the Use Assignment Weights box is checked on the My Options screen.

Category:

This is the unit of study chosen from the list you entered while creating the Prep for this class.

Assignment Type:

This is a choice from the values you selected while creating the Prep for this class.

Dates:

The dates the assignment was assigned, due and created will all default to the present date and should be changed as appropriate. The date to post to the parent assistant is not functional.

These dates determine the order of the assignments in the spreadsheet. Some teachers want the assignments sorted in a different order, so they enter all dates the same (such as start of the course) and begin the name of each description with a number.

There are several buttons at the bottom of the screen to choose from once you have entered the details of the assignment:

Add:

Click this if you want to add a new assignment. This button only appears after you have entered an assignment, to allow you to create another.

Copy:

Click this if you want to create a new assignment based on this one. You can just copy it and make any needed changes. This button only appears after you have entered an assignment, to allow you to copy it to another class.

Enter Mark/Comments:

Click this if you want to enter grades or comments for this assignment.

Cancel:

Click this if you want to delete the current assignment and exit the screen.

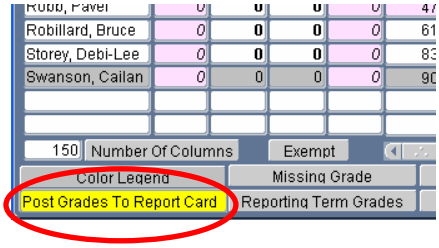
Add This Assignment to Other Classes:

Click this if you want to add this exact assignment to other classes you teach. The only fields you will need to change will be the date and Reporting Term fields.

12. End of Term Activities in BCeSIS

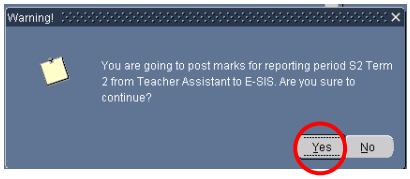
Posting BCeSIS Gradebook Term Marks to the Report Cards

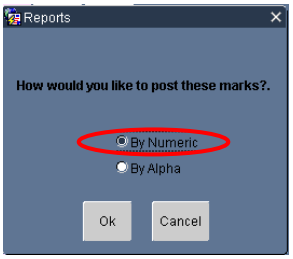
If you have used the BCeSIS gradebook to calculate your term marks, start the term-end process at the spreadsheet by clicking the button labeled Post Grades to Report Card.



You will see a warning that you will overwrite any changes that you have previously enter for that term's grades. This is usually not a problem.

The second screen asks if you want to post Numeric or Alpha marks. You should choose Numeric.

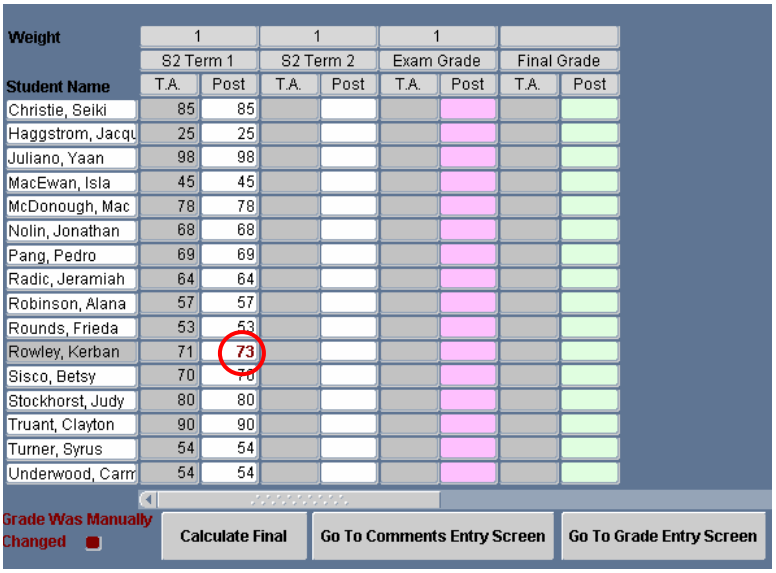

Warning!
You are going to post marks for reporting period S2 Term 2 from Teacher Assistant to E-SIS. Are you sure to continue?
Yes
No



The next screen shows you the term-end marks that have been copied from the Teacher Assistant in the column labeled TA. The column labeled Post are the marks that will actually appear on the report card. You can manually change those marks if you want a different grade to appear on the report card. Any manual changes will appear in red.

You can also enter an I (Incomplete) instead of a percentage grade.

If you do make manual changes in the Post column and at a later date re-post the marks from the Teacher Assistant, the manual changes will be overwritten and you will have to make the changes again.



See Comments Entry Screen on next page

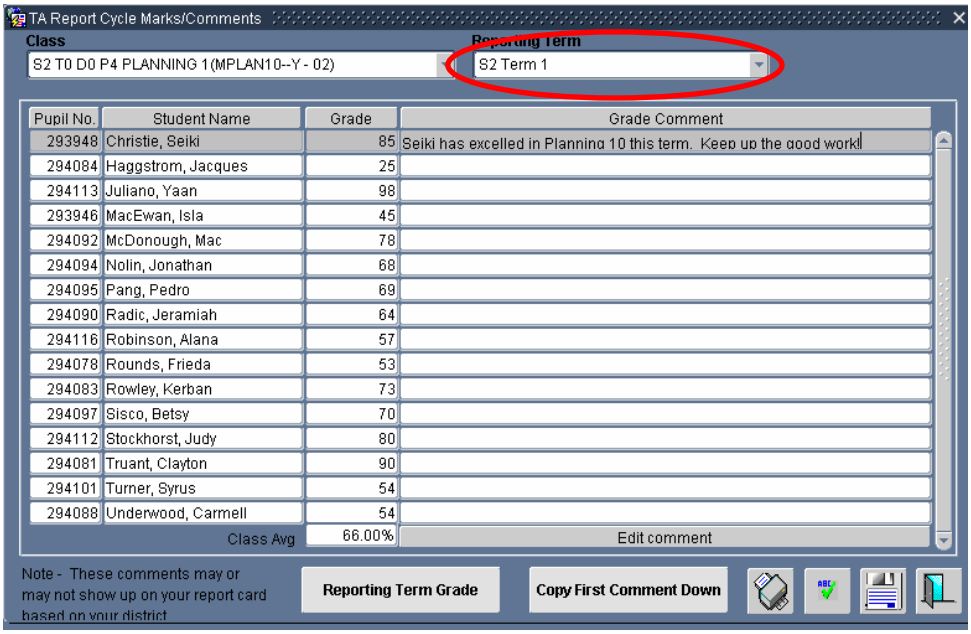
See Mark Entry Screen on next page

Once you have made any manual changes, you are ready to enter comments for the report card.
There are two ways of entering comments, depending if you wish to use the school comment bank.

Entering Anecdotal Comments (Comments Entry Screen)

Clicking on the Comments Entry Screen button takes you to a screen to enter anecdotal comments. You must first select the reporting term, then you can manually enter anecdotal comments for each student.

Be sure to click the Save button when finished. Clicking the Reporting Term Grade button will take you back to the posting screen showing the term-end grades.


TA Report Cycle Marks/Comments
Class
S2 T0 D0 P4 PLANNING 1 (MPLAN10--Y - 02)
Reporting Term
S2 Term 1
Pupil No. | Student Name | Grade | Grade Comment
293948 Christie, Seiki 85 Seiki has excelled in Planning 10 this term. Keep up the good work!
294084 Haggstrom, Jacques 25
294113 Juliano, Yaan 98
293946 MacEwan, Isla 45
294092 McDonough, Mac 78
294094 Nolin, Jonathan 68
294095 Pang, Pedro 69
294090 Radic, Jeramiah 64
294116 Robinson, Alana 57
294078 Rounds, Frieda 53
294083 Rowley, Kerban 73
294097 Sisco, Betsy 70
294112 Stockhorst, Judy 80
294081 Truant, Clayton 90
294101 Turner, Syrus 54
294088 Underwood, Carmell 54
Class Avg 66.00%
Edit comment
Note - These comments may or may not show up on your report card based on your district
Reporting Term Grade
Copy First Comment Down

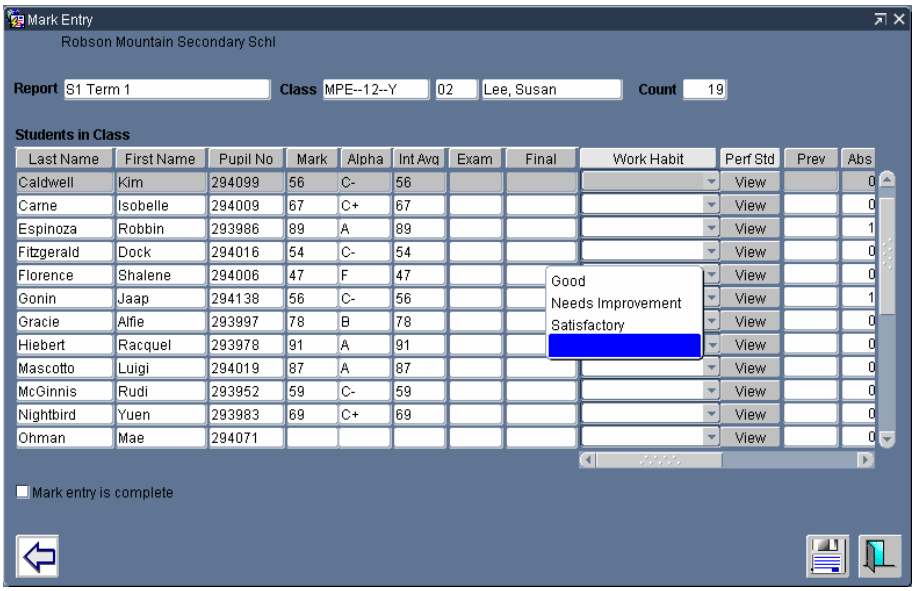
Selecting and Entering Comments (Mark Entry Screen)

A different screen is needed to select comments from the school comment bank. To get to this screen from the screen showing the posted marks, click the button labeled Go To Grade Entry Screen.

The Mark Entry will be automatically filled in with the marks and letter grade for each student.

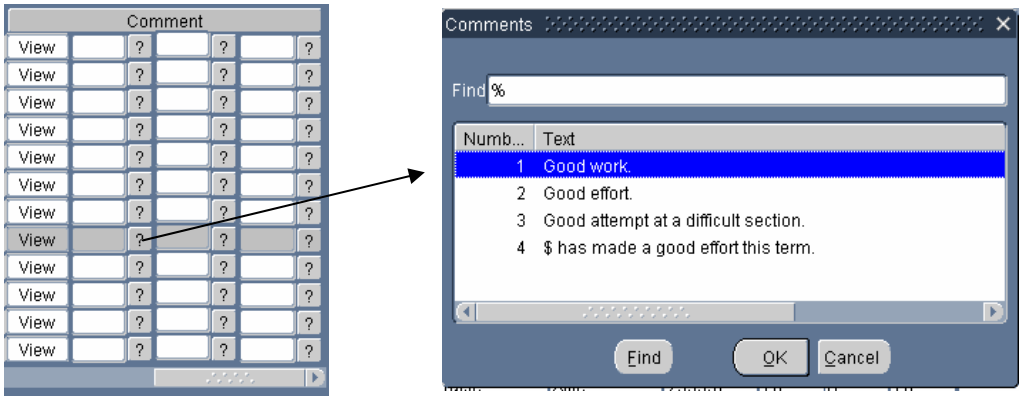
The Exam and Final columns are only used for the final mark in the last report of the course.

To enter a work habit for each student, click on the arrow in the Work Habit column and select the appropriate comment.


Mark Entry
Robson Mountain Secondary Schl
Report S1 Term 1
Class MPE--12--Y 02 Lee, Susan
Count 19
Students in Class
Last Name | First Name | Pupil No | Mark | Alpha | Int Avg | Exam | Final | Work Habit | Perf Std | Prev | Abs
Caldwell Kim 294099 56 C- 56 View 0
Carne Isobelle 294009 67 C+ 67 View 0
Espinoza Robbin 293986 89 A 89 View 1
Fitzgerald Dock 294016 54 C- 54 View 0
Florence Shalene 294006 47 F 47 View 0
Gonin Jaap 294138 56 C- 56 View 1
Gracie Alfie 293997 78 B 78 View 0
Hiebert Racquel 293978 91 A 91 View 0
Mascotto Luigi 294019 87 A 87 View 0
McGinnis Rudi 293952 59 C- 59 View 0
Nightbird Yuen 293983 69 C+ 69 View 0
Ohman Mae 294071 View 0
Good
Needs Improvement
Satisfactory
Mark entry is complete

The vertical scroll bar is used to scroll down to the remaining students in the class. When you have finished entering marks and comments for all students, click the box at the lower left to let the office staff know that your report cards are ready to be printed.

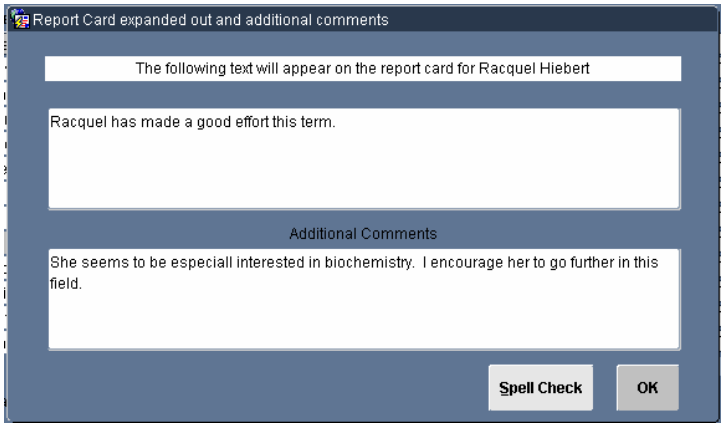
The horizontal scroll bar will reveal a section for entering comments for each student.



Clicking the ? will bring up a list of school comments from which you can choose. Since the list will be long, you can type a word in the Find box and click the Find button to search for all the comments containing that word.

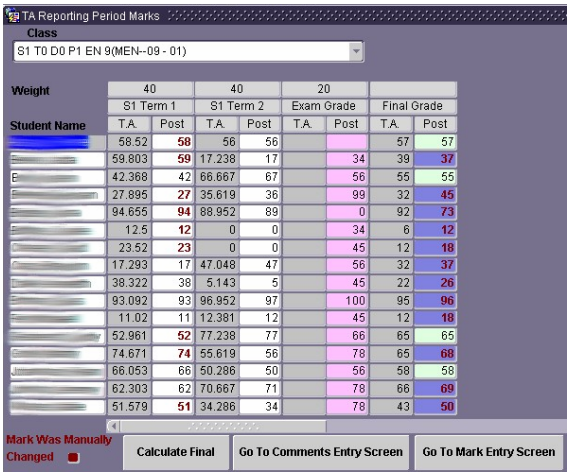
Clicking the View button allows you to type in a personal anecdotal comment for a specific student. The upper box shows the comments selected from the school comment bank. The lower box allows you to enter a personalized comment.

You can spell check your comment using the button at the bottom of the screen.


Report Card expanded out and additional comments
The following text will appear on the report card for Racquel Hiebert
Racquel has made a good effort this term.
Additional Comments
She seems to be especiall interested in biochemistry. I encourage her to go further in this field.
Spell Check
OK

13. End of Semester Activities in BCeSIS

Method 1: If the Final Exam is out of 100

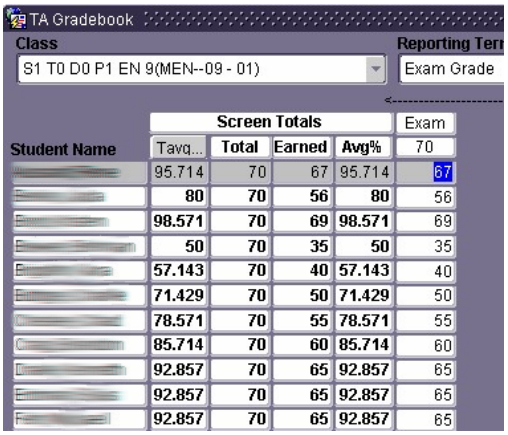


At the end of the semester you will follow the same steps as you did at the end of the first term, and you will also enter the exam grades (if any) and calculate the final marks for the course.

Enter the exam marks in the Post column (Pink) in the reporting term marks screen. Be sure to click the Save button after entering the exam marks.

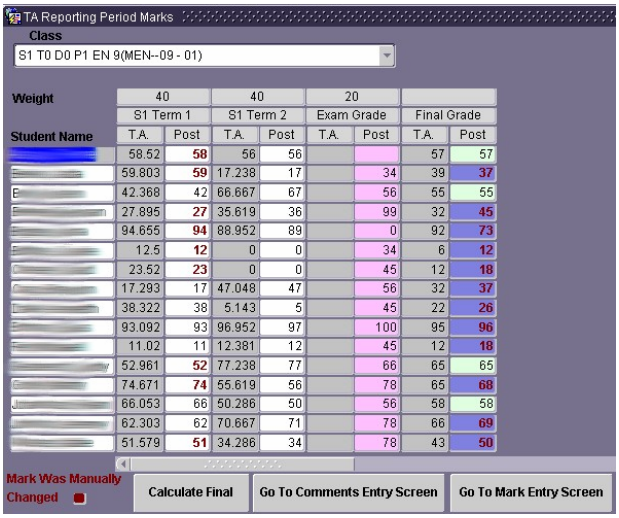
After entering the exam marks (and saving), click the "Calculate Final" button. The final grade column will then be calculated, using the weights you entered in the prep for the class (see p23-24). If the exam column is left blank the final mark will be calculated based on the term marks only.

Method 2: If the Final Exam is not out of 100



If the Final Exam for the course is not out of 100, you will want BCeSIS to convert it to a % before including it in the final mark calculation. To do this, you will count the final exam as a separate 'term'.

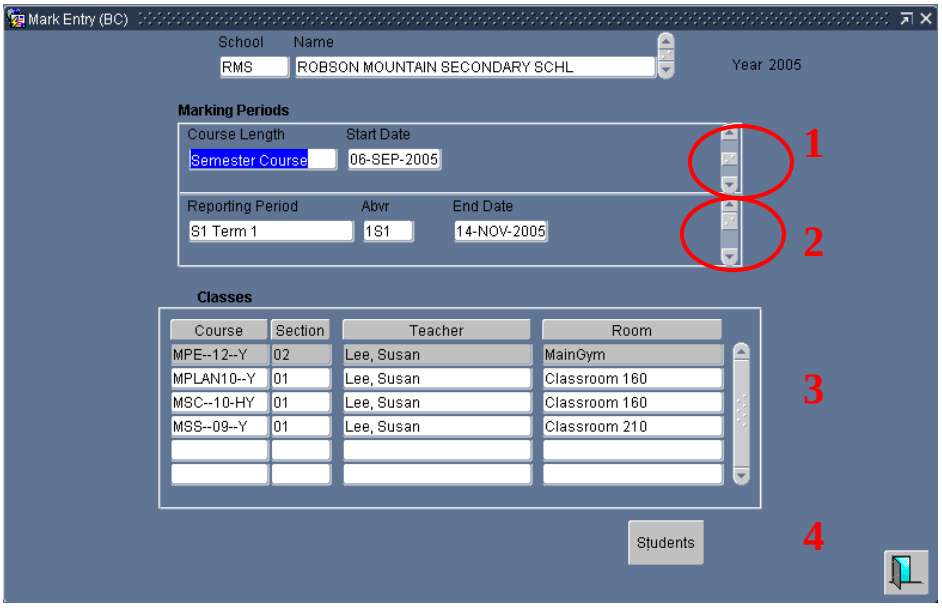
- Create an assignment in the term 'Exam Grade' (see p27.)
- Enter the exam marks into that assignment.



- Post the marks for that term (see p29.)
- Click 'Calculate Final' The final grade column will then be calculated, using the weights you entered in the prep for the class (see p23-24). If the exam column is left blank the final mark will be calculated based on the term marks only.

Appendix 1: Entering Marks If You Have Not Used The BCeSIS Gradebook

If you have used a calculator, a spreadsheet or a different gradebook to create your term marks, begin the end of term process by clicking the Mark Entry button on the start screen.



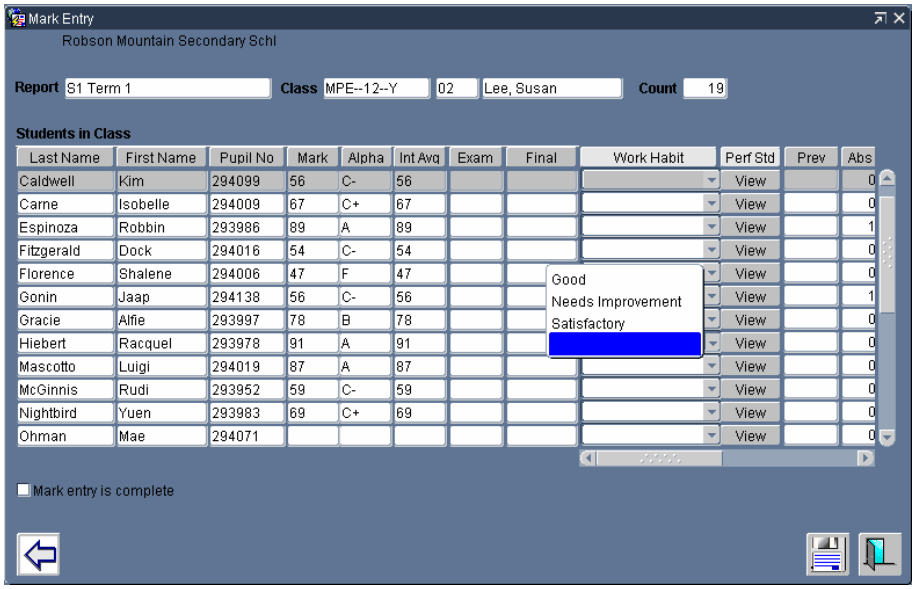
The next screen will allow you to select the class you wish to enter marks for.

1. Use the scroll bar to find the correct course length (probably semester).

2. Use the scroll bar to find the correct reporting period.

3. Select the class from the list.

4. Click the Students button.



The Mark Entry screen is used to enter your term marks. For each student, enter the term final mark in the Mark column. The Alpha and Int Avg columns will be filled in automatically.

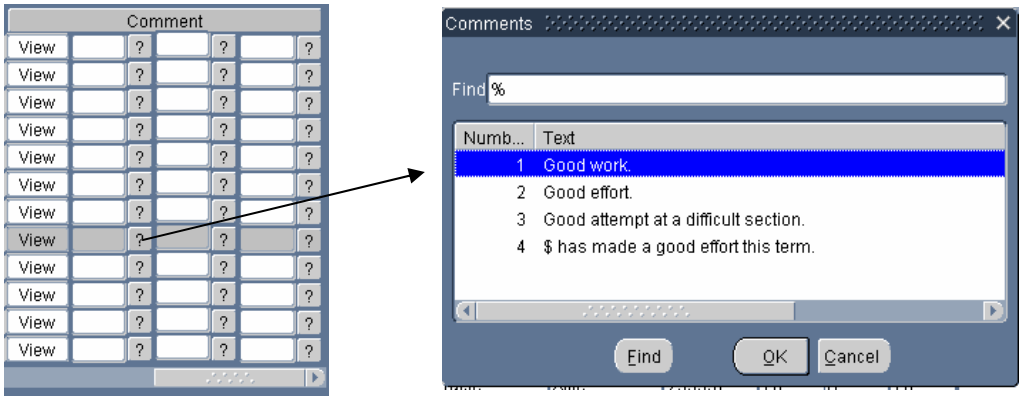
To enter an I (Incomplete) for a student, put it in the Mark column, not the Alpha column.

The Exam and Final columns are only used for the final mark in the last report of the course.

To enter a work habit for each student, click on the arrow in the Work Habit column and select the appropriate comment.

The vertical scroll bar is used to scroll down to the remaining students in the class. When you have finished entering marks and comments for all students, click the box at the lower left to let the office staff know that your report cards are ready to be printed.

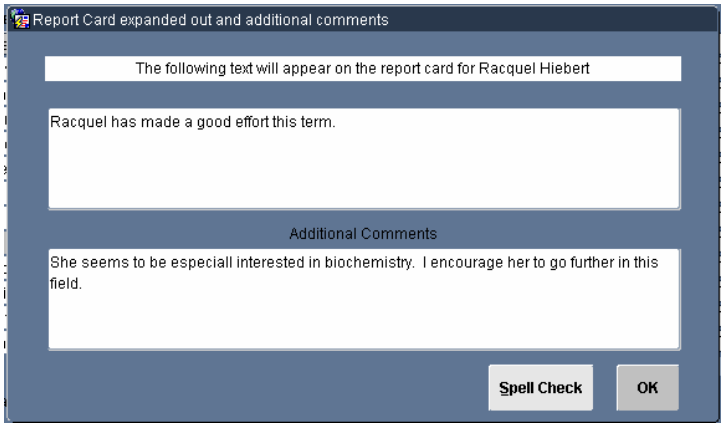
The horizontal scroll bar will reveal a section for entering comments for each student.



Clicking the ? will bring up a list of school comments from which you can choose. Since the list will be long, you can type a word in the Find box and click the Find button to search for all the comments containing that word.

Clicking the View button allows you to type in a personal anecdotal comment for a specific student. The upper box shows the comments selected from the school comment bank. The lower box allows you to enter a personalized comment.

Unfortunately the spell checker is not working at this time.


Report Card expanded out and additional comments
The following text will appear on the report card for Racquel Hiebert
Racquel has made a good effort this term.
Additional Comments
She seems to be especiall interested in biochemistry. I encourage her to go further in this field.
Spell Check
OK

Appendix 2: BCeSIS Grade Calculations

The BCeSIS gradebook provides teachers a great deal of flexibility in calculating grades. Unfortunately, flexibility always comes at the cost of complexity. Teachers should be prepared to explain the calculation method they choose to students and parents.

No Weighting?

The simplest method of calculating grades and certainly the simplest method to explain to students and parents is without weighting. Without weighting you just add the total score achieved and divide it by the total score possible. A teacher who does not use weighting determines the relative importance of individual items or of categories of items by setting the possible score of each item (what they are 'out of')

Example 1:	Assignment #1: 20/80		Quiz #1:	70/100
Assign	ment #2: 18/20	Project	#1:	40/50

Grade = (20 + 18 + 70 + 40) / (80 + 20 + 100 + 50) = 148 / 250 = 59.2 %

Teachers who want to use this simplest method of grading should just uncheck all the weighting checkboxes.

Total Points or Weighted Average ?

If you are going to use weighting, you will need to decide whether to use the total possible score of an assignment to determine its relative importance. The Total Points method does consider the total possible score; the Weighted Average method does not. Using Total Points, an assignment out of 100 is more important than an assignment out of 10. Using Weighted Averages, a score of 9/10 is exactly the same as a score out of 90/100, since only the weighting is used to determine importance.

The equations used to calculate final marks are:

Total Points

$$\frac{\sum(MarkEarned \times Weight)}{\sum(MaxScore \times Weight)}$$

Weighted Averages

$$\sum\left[\left(\frac{MarkEarned}{MaxScore}\right)+\left(\frac{Weight}{TotalWeight}\right)\right]$$

Example 2:	Assignment #1: 20/80	Weighting 1
Assign	ment #2: 18/20	Weighting 1

Total Points Calculation:

Grade = (20 + 18) / (80 + 20) = 38 / 100 = 38 %

The student received a failing grade because the score was very low on the first assignment, which was more important. (higher possible score)

Weighted Average Calculation:

Grade = [(20/80) + (18/20)] / 2 = [(.25 + .90)] / 2 = 1.15 / 2 = 57.5 %

The student passed because the two assignments were of equal importance. (weighting = 1) The possible score is not used to determine relative importance.

Note the significant difference in these two methods of calculation. Teachers using assignment weighting should be prepared to explain their method of grade calculation to students and parents, especially if other teachers in the school are using a different method.

In SD28 we have chosen Total Points as our default method of grade calculation because we expect most teachers to use this method. It is the method used by the Integrade gradebook.

The choice of a grade calculation method for a teacher is PERMANENT and applies to ALL of that teacher's classes. This setting cannot be changed for a teacher without removing all marks from all classes. The same calculation method is used for calculating total marks of individual assignments, totals of various assignment types, and totals of various assignment categories.

Grouping Assignments within a reporting period

BCeSIS will label assignments with a Type and a Category. The labels used for the Type are determined at the school level and can be added at any time. The labels used for the Category are determined by the teacher when creating a prep.

A teacher can choose to group and weight gradebook items by their Type and/or Category as well as weight individual items. If a teacher chose to use all these type of weights, the grade calculation would include the following steps:

- Individual items of similar Type and Category would be grouped using the selected calculation method to create a total mark for the Type of assignment.
- The totals for the assignment Types would be grouped for each assignment Category, using the same calculation method.
- The totals for the assignment Categories would be grouped using the same calculation method to create a grand total for the reporting period.

The weight of an individual assignment, along with its Type and Category, are set when the assignment is created. The weights of assignment Types and Categories is set when the Prep for the course is created. It should be noted that using multiple methods of weighting quickly becomes complex, as shown below for an Art class.

Type ⇩ / Category ⇨	**Painting (40%)**	**Drawing (30%)**	**Carving (30%)**
Homework (20%)	Painting Homework (8%)	Drawing Homework (6%)	Carving Homework (6%)
Assignments (40%)	Painting Assignments (16%)	Drawing Assignments (12%)	Carving Assignments (12%)
Project (40%)	Painting Project (16%)	Drawing Project (12%)	Carving Project (12%)

Non-Numeric Assignment Marks

Teachers can define assignments as Alpha, Pass/Fail or Complete/Incomplete. These must be converted to numbers for grade calculation. Alpha marks are converted using the column marked 'Conv' in the Preferences – School Grade Scale screen. These cannot be changed by teachers. Pass/Fail and Complete/Incomplete marks are converted to values entered by the teacher when the assignment is created.

Relationships Between Reporting Periods

Most teachers post independent marks for each reporting period. This is called 'Report Cycle' posting in BCeSIS. Each reporting period includes marks only for work done in that period.

The other way of posting marks is called 'Cumulative' posting. If you choose cumulative posting, the grade for the second reporting period would include marks for all work done from the beginning of the course.

Reporting Period⇨ Posting Method⇩	Reporting Period 1	Reporting Period 2	Reporting Period 3	Reporting Period 4	Final Grade
Report Cycle	Sep-Nov	Dec-Jan	Feb-Apr	Apr-Jun	Sep-Jun
Cumulative	Sep-Nov	Sep-Jan	Sep-Apr	Sep-Jun	Sep-Jun

In SD28 we have chosen Report Cycle as our default method of posting grades.

The choice of a grade posting method for a teacher is PERMANENT and applies to ALL of that teacher's classes. This setting cannot be changed for a teacher without removing all marks from all classes.

Weighting of Reporting Periods (Report Cycle Weights)

The settings made for the Report Cycle Weights determines how the final grade for the course is calculated. For instance, two teachers who teach the same course, one with no final exam and one with a final exam, might choose these settings:

	Report Period 1	Report Period 2	Final Exam	Final Grade
With No Exam	50%	50%	0%	100%
With Exam	40%	40%	20%	100%

We are suggesting that teachers check the box labeled Use Report Cycle Weights and enter in the appropriate weights for each reporting period and a final exam. If there is no final exam, just enter 0 for the exam weight.

Average Columns (Avg% and Tavg%)

The Avg% column in the spreadsheet shows an average percent for whatever is displayed. For instance, if only the homework is displayed, Avg% is for only the homework marks. If only the Painting category is displayed, Avg% is for only the painting marks.

The term average percent (Tavg%) is also shown on the spreadsheet. It does not depend on what is displayed, but includes all assignments. It will calculate the term percent based upon the weighting you have chosen.

Note: If you choose ALL reporting periods the Tavg% will not display the correct final grade for the course. It will not correctly calculate the year-to date average. It doesn't matter whether the checkbox labeled Tavg% Include Weight is checked or not.